

RESOLUTION NO. 1209

A RESOLUTION adopting changes to the Non-Represented Employee Handbook relating to overtime pay, administrative leave, group health insurance benefits, and holidays.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

The Non-Represented Employee Handbook is amended to incorporate the changes set forth in Exhibit "A" attached hereto and by this reference incorporated herein.


II

This Resolution shall be effective as of January 1, 2011.

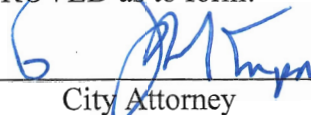
III

PASSED BY the Council and approved by the Mayor this 3rd day of January, 2011.

SIGNED: 
Mayor

ATTEST: 
Clerk

APPROVED as to form:


City Attorney

ATTACHMENT

Non-Represented Employee Handbook Revisions Effective 1/3/2010

OVERTIME PAY

Changes include adding Planning Manager and Building Official as FLSA exempt positions and title change for HR Manager to HR Director (changed January 2010).

Due to the nature of our business, our work week may occasionally be longer than the traditional 40-hour week. Overtime work for non-exempt employees must be approved by your supervisor.

Certain supervisory personnel are exempt from overtime compensation as defined in the Fair Labor Standards Act. As specified by council resolution, the following positions are classified as FLSA exempt: Engineering Manager, Finance Director, Fire Chief, Library Director, Assistant Library Director, City Administrator, Human Resources Director, Police Chief, Police Captain, Public Works Director, Community Development Director, Parks and Recreation Manager, Accounting Manager, Public Works Operations Manager, Deputy Fire Chief, Fire Marshal, Planning Manager, Building Official and Information Systems Manager.

Except for the FLSA exempt positions, all hours worked in excess of 8 hours per day or 40 hours per week will be paid at one and one-half times your regular rate of pay. You will have the option of taking the overtime pay or taking compensatory time. Compensatory time accruals are limited to a maximum of 120 hours for all eligible City employees, unless a different amount is specified in the letter of employment.

ADMINISTRATIVE LEAVE

Changes include adding Planning Manager and Building Official an title change for HR Manager to HR Director.

Employees who are FLSA exempt will be granted Administrative Leave (time off with pay) by the following schedule:

Department Heads: 80 hrs per year

Library Director, Finance Director, Police Chief, Fire Chief, Public Works Director, Human Resources Director, Community Development Director and City Administrator.

Managers: 40 hrs per year

Assistant Library Director, Police Captain, Engineering Manager, Parks and Recreation Manager, Information Systems Manager, Accounting Manager, Deputy Fire Chief, Fire Marshal, Public Works Operations Manager, Planning Manager and Building Official.

The above hours are credited January 1 of each year. Employees hired or who terminate during the year will have Administrative Leave pro-rated. These hours cannot be cashed out or carried over to the following year.

GROUP HEALTH INSURANCE

Change includes adding non-represented group's ability to choose new health insurance plans and add language related to premium cost-sharing.

Your eligibility for the group hospital and medical insurance health benefit program will commence the first day of the month following your date of employment, or as provided by the medical policy.

All regular employees who work twenty (20) hours or more per week are covered by a group hospital and medical insurance health plan. You have a choice of medical insurance offered by an HMO or other provider. Dependent medical coverage, vision, dental, prescription drugs, and the employee assistance program are also presently offered by the City.

Please review your health insurance booklet. In case of any conflict between this summary or the booklet and the actual insurance plans, the actual plans will control.

All non-represented employees, as a group, will receive whichever group insurance plan is preferred by the group, chosen from the group of insurance plans provided by the City of Camas.

Premium cost-sharing for covered non-represented employees will be no less than 10% of the total premium amount or as determined by City Council in the event of implementation of new plans.

HOLIDAYS

Change deadline for using floating holidays from December 15 to December 31 to align all City employees/bargaining groups.

All regular full-time and regular part-time employees are eligible for holiday benefits. At the City of Camas, we receive thirteen (13) holidays with pay. The following ten (10) days are official holidays on which City Hall is closed:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day

Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

The date of observance of the legal holidays should be the day which is set by the City ordinances for the observance of those holidays. In addition to these ten (10) scheduled holidays, each of our employees receives three (3) floating days off per calendar year, which must be scheduled in advance with approval of your supervisor and used by December 31st of the current year.

It is recognized some non-represented FLSA non-exempt employees may be required to work during the above holidays. They will receive compensation at time and one-half (1.5) their normal rate of pay for the time worked.