



PERSONNEL RULES

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I.D. Number: SOP – Personnel Rules

RULE XI – GENERAL PERSONNEL POLICIES AND PROVISIONS

Section 1. Hours of work: The city manager shall establish hours of work, which insofar as practicable shall be uniform within occupational groups, which shall be determined in accordance with the needs of the service, and which shall take into account the reasonable needs of the public who may be required to do business with various city departments. Public necessity of an occasional nature may require reasonable overtime on the part of city employees. Employees who work over stipulated hours whenever necessity demands additional service of an occasional nature shall be compensated at the overtime rate or given compensatory time off in accordance with and subject to the provisions of Section 2-29.6 of the Pay Plan. Employees shall be paid for legal holidays, and those called to work, except those of the police and fire departments, shall also be paid for the time worked at the regular rate or as provided in Section 3 of this rule. Hourly rate employees must work their regular work days immediately before and after the holiday in order to receive pay for the holiday. However, this requirement is waived during such times that employees are required to take unpaid furlough leave due to changes in the city's financial condition. Part-time employees shall not be entitled to holidays with pay. For purposes of benefit accrual under Sections 3, 4 and 6 of this Personnel Rule, the term working day shall be construed to mean an eight (8) hour day.

Section 2. Legal and personal holidays:

- (a) Legal holidays. Legal holidays to be observed by City employees, unless such employees are otherwise required to be on regular duty, are identified as follows: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Veterans Day (November 11), Thanksgiving Day (Fourth Thursday in November), Day Following Thanksgiving, and Christmas Day (December 25).