

ADDITIONAL PAY ADMINISTRATION

1.0 Purpose:

- 1.1 To establish the administrative policies and guidelines for setting and awarding additional duty pay.

2.0 Scope:

- 2.1 To include all employees who may be justifiably awarded additional duty pay for assuming duties not normally associated with the position classification and its description.

3.0 Policy:

- 3.1 The City Manager has the authority to assign additional duty responsibilities on an as-needed basis to regular employees which will be special or collateral assignments in addition to the employee's regular position.
- 3.2 The City Manager has the authority to award additional duty pay based on the duties assigned. Employees receiving additional duty pay will only receive the pay as long as the additional responsibilities are required of that employee; the pay is not guaranteed. Such pay is subject to all normal city, state and federal deductions.
- 3.3 The additional duties must represent skills not normally associated with the position classification and its description. Therefore, the standards for awarding additional duty pay shall be as follows:
- a) The individual must be performing duties not normally assigned to the position, and the additional duties must represent forty percent (40%) of the individual's time or represent significant off-duty preparation time.
 - b) The individual must act as a working leader for a crew of three (3) or more for sixty percent (60%) of the individual's time. This must include:
 - Assigning personnel;
 - Directing personnel;
 - Being held responsible for crew performance by first-line supervisor; and
 - Being assigned as acting supervisor periodically.
 - c) The additional duties must represent assigned managerial responsibility either as an "acting" position or as an "assistant to" position.
- 3.4 Based on the standards for awarding additional duty pay, the pay rates for additional duties are established and paid on the following basis:

- a) Personnel authorized to receive additional duty pay under standard “a” shall receive \$50 - \$120 per month in addition to their established monthly pay rate.
 - b) Personnel authorized to receive additional duty pay under standard “b” shall receive \$120 - \$475 per month in addition to their established monthly pay rate.
 - c) Personnel authorized to receive additional duty under standard “c” shall receive an amount as recommended by the department head with approval by the City Manager for “acting” and for “assistant to” duties.
 - d) Additional duty pay shall be considered as part of regular pay, and salary adjustments for normal work assignments will take into consideration this pay.
- 3.5 The pay rates for additional duty pay will be reviewed annually during the preparation of the budget.
- 3.6 Justification for additional duty pay will be evaluated annually to determine current qualifications.

4.0 Longevity Pay:

- 4.1 In addition to regular compensation and in recognition of continued service to the City, employees are eligible for:
- \$35 per year of service after 5 years through 9 years;
 - \$40 per year of service beginning 10 years through 14 years;
 - \$55 per year of service beginning 15 years through 19 years.
 - \$95 per year of service beginning 20 years

Subject to budgetary constraints this sum shall be paid in a lump sum amount during December each year, and years of service shall be calculated as of December 31 of the year in which the longevity pay is being paid. It is subject to all normal withholding. An employee terminating employment prior to December 31 for reasons of retirement or disability and who has reached their anniversary date for that year will receive the appropriate pro rata share of that year’s longevity pay calculated from the preceding January 1.

5.0 Tree Trimmer Pay

Forestry employees who are classified as tree trimmers shall receive tree trimmer pay in the amount of \$50 per month in addition to their established monthly rate.

6.0 Snow Program Pay – Public Works Employees

The City may develop an on-call schedule and employees in Public Works may be required to be “on-call.” The City wishes to provide a quarterly stipend to compensate for duties performed while on-call, which does not include responding to major events. This stipend covers events that may include, but are not limited to, responding to a telephone call(s), investigating minor emergencies, and reporting the issues to the appropriate supervisor. Full time Public Works employees in the following job classifications will receive a stipend of

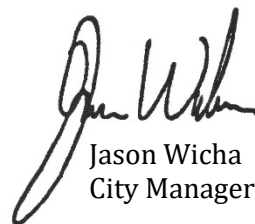
\$100.00 (less applicable taxes and withholdings), for each of the four (4) months for being “on-call” as defined by the City: Maintenance Worker I, Maintenance Worker II, Mechanic, Parts Specialist. Apprentice and seasonal public works employees will receive a stipend of \$60.00 (less applicable taxes and withholdings), for each of the four (4) months for being “on-call” as defined by the City.

7.0 J.U.L.I.E. Locate Pay

Whenever an employee in any of the following job classifications who is on-call to perform J.U.L.I.E. locates is called to respond back to work on a temporary basis from off-duty status, a minimum of two hours of overtime compensation at 1½ times the hourly rate will be paid if the employee must return to the job site: all employees employed in the City’s Public Works Department and Cemetery Section as Maintenance Worker I, Maintenance Worker II, Mechanic, Parts Specialist, Apprentice, Seasonal Maintenance Worker, Seasonal Laborer, and Water Plant Operator. If the employee is able to accomplish the locate on a virtual basis, the employee will be compensated one half (1/2) hour pay at the employee’s overtime rate of pay for each emergency locate phone call that requires no response. The two-hour overtime payment and emergency locate phone call pay are mutually exclusive and an employee will not receive both. Should a virtual locate be required during the two-hour period for which an employee is being paid, the one half (1/2) hour pay at the employee’s overtime rate of pay will not be paid. If the employee is able to accomplish the locate on a virtual basis and is then called to respond back to a separate locate, both situations will be paid according to the language above.

8.0 Distribution:

4.1 Employee Information Site: www.citylf.org



Jason Wicha
City Manager