



# City of Grand Island

Tuesday, August 26, 2003

Council Session

## Item G19

### **#2003-247 - Approving Changes to the Human Resources Handbook**

*Changes to the Personnel Rules that are being proposed are changes on page 20 of the Employee Handbook under Hours Of Work and on page 29 under Personal Leave Days. The change to the policy under Hours Of Work will state that Hours of work shall include actual hours worked. Any payment for time not actually worked (leave time) shall not count toward the calculation of overtime. Currently hours worked also includes vacation and holiday. The proposed change will eliminate vacation and holiday from being counted towards the calculation of overtime. The other proposed change is to the wording on how personal leave days are to be taken. Currently it states one day must be taken in the first 180 days and one in the second 185 days. To simplify the wording, the proposed change will read as follows; One personal leave day must be taken within the first six months of the calendar year and one personal leave day must be taken within the last six months of the calendar year. Lastly, a "housekeeping" change is in order to change the reference of the payroll steps from A through H to 1 through 8 to reflect the changes in tables with the new MUNIS system. Approval is recommended.*

**Staff Contact: Brenda Sutherland**

R E S O L U T I O N 2003-247

WHEREAS, on November 6, 2001, by Resolution 2001-314, the City Council of the City of Grand Island approved and adopted the current Employee Handbook; and

WHEREAS, changes to the handbook are recommended pertaining to the calculation of hours worked for purposes of determining overtime pay and to clarify the use of personal holidays.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the following changes to the Employee Handbook are hereby approved and shall become effective on October 6, 2003:

1. On page 20 of the Employee Handbook, under Hours of Work. For purposes of calculating overtime, hours worked shall include actual hours worked. Any payment for time not actually worked (leave time) shall not count towards the calculation of overtime. Hours worked shall not include vacation or holiday hours used.
2. On page 29 of the Employee Handbook, under Personal Leave Days. The first sentence of the second paragraph of this section shall read: "One personal leave day must be taken within the first six months of the calendar year and one personal leave day must be taken within the last six months of the calendar year."
3. All references to the payroll steps currently identified as steps "A" through "H" shall now be referred to as steps "1" through "8".

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Adopted by the City Council of the City of Grand Island, Nebraska, August 26, 2003.

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RaNae Edwards, City Clerk

Approved as to Form	☐ _____
August 22, 2003	☐ City Attorney