

First Reading _____

Bill No. 1309

Second Reading _____

Ordinance No. 1264

AN ORDINANCE

AMENDING SECTION 140.020 OF THE COOL VALLEY CITY CODE AND THE CITY'S PERSONNEL HANDBOOK AND PERSONNEL REGULATIONS ADOPTED THEREBY WITH RESPECT TO ACCUMULATION OF COMPENSATORY TIME.

WHEREAS, the City of Cool Valley is authorized to adopt and enforce regulations governing the administration of personnel matters and the employment relationship between the City and its employees; and

WHEREAS, the Board of Aldermen wishes to amend the City's personnel manual and personnel regulations to revise the provisions relating to accumulation of compensatory time by city employees to coincide with relevant federal regulations;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF COOL VALLEY, MISSOURI, AS FOLLOWS:

Section One.

Subsection (C) of Section 12 of the Cool Valley *Personnel Manual* is hereby repealed and a new Subsection (C) is hereby enacted in lieu thereof to read as follows:

12. Compensation

[**NOTE:** Subsections (A), (B) and (D) are not altered, amended or affected in any way by this amendment and remain in full force and effect. For that reason these Subsections are not set forth here in full.]

C. Overtime Hours and Compensation: Non-exempt Employees

(a) An employee covered by the Fair Labor Standards Act (FLSA) shall be compensated for authorized work performed over and above the FLSA standard applicable to the employee's position. This compensation is at a rate of one-and-one-half (1 ½) times the employee's pay rate for the number of authorized overtime hours worked.

(b) Compensation may also be in the form of compensatory time off at a rate of one-and-one-half (1 1/2) hours to each hour work in authorized overtime. The form of compensation (i.e. whether monetary or compensatory time) shall be decided by the department head after considering the workload and budget.

(c) The department head may set a limit for the maximum accrual of compensatory time off but in no case shall it exceed one hundred and sixty (160) hours.

(d) The department head may require that compensatory time be used within a specified period. The department head must approve the time an employee chooses to use as compensatory time off.

(e) Authorization to work overtime must be approved in advance by the department head or immediate supervisor.

(f) Upon separation from employment, including dismissal, an employee shall be paid for compensatory time not taken. The department head may allow the accrued compensatory time to be used prior to the effective date of separation.

(g) Leaves of absences are excluded from overtime hours.

Section Two.

Section 140.020 of Division 1 of Article II of Chapter 140 of the Code of Ordinances of the City of Cool Valley, Missouri, is hereby repealed and a new Section 140.020 is hereby enacted in lieu thereof to read as follows

Chapter 140. Personnel

ARTICLE II. Policy

Division 1. Generally

Section 140.020. Personnel Manual Adopted.

That certain document attached to Ordinance No. 967 and incorporated therein by reference and titled *Personnel Manual of the City of Cool Valley, Missouri*, as amended by Ordinance NO. [this ordinance] adopted on December 26, 2018, is hereby adopted as the Personnel Manual of the said City, and the regulations, standards, procedures and provisions contained therein are hereby adopted by the City to regulate and govern the administration of personnel matters within the City to the extent such regulations are not in conflict with or superseded by other

ordinances of the City or applicable State or Federal law.

Section Three.

This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

**PASSED BY THE BOARD OF ALDERMEN FOR THE CITY OF COOL VALLEY THIS
26th DAY OF December, 2018.**

Viola Murphy
Presiding Officer

Attest: Deborah Jones Daniels
Deborah Jones-Daniels, City Clerk

APPROVED THIS 26th DAY OF December, 2018.

Viola Murphy, Mayor
Viola Murphy, Mayor

Attest:
Deborah Jones Daniels
Deborah Jones-Daniels, City Clerk

