

AN ORDINANCE AMENDING CHAPTER 125 OF THE MUNICIPAL CODE OF THE CITY OF WARRENTON, MISSOURI BY THE ADDITION OF A NEW SUBSECTION RELATED TO FLEX TIME

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WARRENTON MISSOURI, AS FOLLOWS:

SECTION I: Chapter 125 of the Municipal Code of the City of Warrenton, Missouri, is hereby amended by the addition of subsection 125.065 titled "Flex Time", with said subsection being in words and figures as follows:

SECTION 125.065 FLEX TIME

- A. Department Head employees and Exempt Supervisory staff will be eligible for flex time benefits when the employee works in excess of 2180 hours per calendar year (100 hours over a 2080 hour work year). Flex time hours will be calculated by multiplying the number of hours in excess of 2180 hours worked in a calendar year by 23% to determine the number of flex hours earned.
- B. Flex hours will be made available on February 1st of each year based upon the prior year's hours worked.
- C. Flex time will be awarded in one hour increments with a one hour minimum.
- D. Maximum flex hours to be awarded is sixty (60) hours annually.
- E. Flex hours earned in February of each year must be used no later than January 31st of the following year and cannot be carried over from year to year. Any unused hours from the previous year will be forfeited on February 1st.
- F. Flex hours may be utilized in ½ hour increments with prior approval by the employee's Supervisor. No designated time frame for pre-approval is established however, the Supervisor must consider workload, current project deadlines, and other approved employee absences in the approval consideration. No leave request form will be required but use of flex time must be documented on the eligible employee's timesheet.
- G. Flex hours will be reviewed annually in January of each year and a report shall be provided to the Mayor and Board of Aldermen prior to February 1st of the following year.
- H. Maximum amount of hours per occurrence will be eight (8) hours.

SECTION II. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION IV. This Ordinance shall take effect and be in full force from and after passage and approval thereof.

READ TWO TIMES AND PASSED by the Board of Aldermen of the City of Warrenton, Missouri, this 18th day of March, 2014.

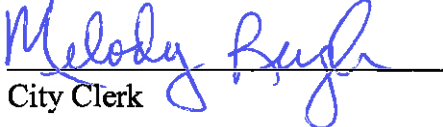


President of the Board of Aldermen

APPROVED BY THE MAYOR of the City of Warrenton, Missouri, this 18th day of March, 2014.



Mayor

ATTEST:


City Clerk