

**Issue Statement
Village of North Hudson
Finance/Board of Trustees
August 6, 2019**

Submitted by: Melissa Luedke

Topic

Amendment of the Employee Handbook to revise on-call pay for part-time non-exempt Public Works personnel.

Background

The employee handbook states that part-time non-exempt personnel are paid \$50.00/day to be on-call and perform lift station checks. This amount was equal to approximately 3 hours of pay for the current part-time employee. However, the employee's regular rate of pay per hour has slowly increased at each budget cycle and now surpasses the \$50.00/day. This amendment would add language to allow the part-time employee to receive 3 hours of pay at the employee's regular rate of pay per hour, or \$50.00/day whichever is greater. There is currently one (1) part-time employee working for the Village.

Suggested Motion

Move to amend the Employee Handbook to revise on-call language for part-time non-exempt Public Works personnel to read "Three (3) hours at the employee's regular rate of pay per hour (or \$50.00/day whichever is greater) to be on-call and perform checks (Lift Stations)."

E. ON-CALL AND CALL-IN PAY

Employees in the Public Works Department shall receive additional compensation when designated to be on-call, or are called in, for weekends or holidays as set forth below. Only one employee shall be designated to be on-call at a time.

1. Full-time Non-Exempt Personnel

On-Call: Two (2) hours of pay at one and one-half (1 ½) their regular rate of pay to be on-call and perform checks (Lift Stations).

Call-In: Two-hour (2) minimum at one and one-half (1 ½) their regular rate of pay.

2. Part-time Non-Exempt Personnel

On-Call: ~~\$50.00 per day~~ Three (3) hours at the employee's regular rate of pay per hour (or \$50/day whichever is greater) to be on-call and perform checks (Lift Stations).

Call-In: Two-hour (2) minimum at the employee's regular rate of pay per hour.

3. Full-time Exempt Personnel

On-Call: Two and one-half (2 ½) hours of compensatory time per day to be on-call and perform checks (Lift Stations, etc.).

Call-In: Two (2) hour compensatory time minimum whenever called in.

Note: On call personnel will not be paid for a call-in when they are merely called after hours in response to a situation, and they call in a contractor to take care of the situation instead of responding in person. If the time spent on the call(s) is more than de minimis (8 minutes or more), the employee shall record the actual time spent on the call(s) as time worked and will be compensated accordingly.

F. ATTENDANCE POLICY

The Village places great emphasis on good attendance. Frequent absences or tardiness place an extra burden on coworkers. Only when an employee is dependably on the job can the Village carry out its assigned schedules and meet the needs of its residents. Regular attendance is required of every employee. It is his or her responsibility to be on the job on time each day, fully able and ready to work. Although there are justifiable reasons to be absent from, or tardy for work, employment assumes an employee's availability for work and excessive absenteeism and/or excessive tardiness may lead to discipline, including discharge. All employees must be at work and on time every day they are scheduled to work.