

**NEW POLICY DETAIL
AND
CONSISTENT APPLICATION OF EXISTING POLICY
For
PEOPLESOFT IMPLEMENTATION**

The following policies that are listed as “New” are either new policies or new processes designed to facilitate meeting existing policies. The policies that are listed as “Existing” are policies that have not been consistently followed citywide or they are policies that are the source of large numbers of timekeeper input errors.

Policy	Existing or New Policy
CIVIL SERVICE FIRE & POLICE	
1. PeopleSoft will be configured to follow the existing rules and policies that are specific to sworn civil service employees and new policies as agreed to in contract negotiations.	Existing and New
2. Compensatory Bank (non-exempt) – non-exempt civil service employees who have promoted to an exempt position will maintain two compensatory banks 1) a non-exempt bank and 2) and an exempt bank if they have accrued comp time.	Existing
3. Compensatory Bank (exempt) – exempt employees who have demoted to a non-exempt position will maintain two compensatory banks 1) an exempt bank and 2) a non-exempt bank if they have accrued comp time.	Existing
4. Police DA Time – DA time incurred during regular working hours will be paid at the regular hourly rate and DA time incurred outside the employees schedule will be paid at the OT rate of 1.5 for a minimum of 2 hours.	Existing
5. Battalion Chiefs Overtime – Battalion Chiefs will be classified as non-exempt and will earn overtime and/or compensatory time consistent with their contract	New
6. Acting Pay (Overtime) – Employees working in an acting position who incur overtime hours in a work week will receive acting pay overtime for up to the number of overtime hours that overlap the number of acting hours worked.	New
7. Emergency Callback Hours – A four hour minimum will be paid for any time coded as ECB for eligible Civil Service employees.	Existing

Policy	Existing or New Policy
<p>8. Emergency Callback (multiple instances) - Each ECB instance must be greater than 4 hours from the beginning of the previous call. If within the ‘minimum’ time window, any subsequent ECB instances that occur will be absorbed into the initial 4 hours minimum.</p> <p>Lunch breaks are not included in ECB hours and ECB ends when the employee’s regular work schedule begins.</p>	Existing
<p>9. Emergency Callback (Acting Pay) - The acting pay rate will apply to any ECB time worked.</p>	Existing
<p>10. Workers’ Comp (holiday pay) – Civil Service employees who are losing time from work due to an occupational injury will accrue holidays on the City recognized holiday and be paid disability supplement (DSP).</p>	Existing
<p>11. Workers’ Comp (Limited Duty) - Civil Service employees on limited duty for partial or full days who work on a holiday will receive holiday pay for hours worked and DSP pay for any remaining hours.</p>	Existing
<p>GENERAL, POLICE & FIRE EMPLOYEES (UNLESS SPECIFIED BY CONTRACT OR STATE LAW)</p>	
<p>12. Earning Overtime/Comp time – Overtime/Comp time earnings are based on actual hours worked; accrued holiday leave and personal holiday leave are considered hours worked when used. Hours used for short term sick/family leave, major medical leave, sick leave, family leave, vacation leave, wellness leave and comp time are not work hours. These hours are not used in the OT/comp calculation.</p>	Existing
<p>13. Compensatory Time (Part-time Employees) - Exempt part-time employees will earn only compensatory time for hours worked over the employee’s standard hours (part-time schedule) in a work week at a straight time rate.</p> <p>Non-exempt part-time employees will be paid for hours worked over the employee’s standard hours (part-time schedule) at straight time up to 40 hours in a work week. Work hours that exceed 40 hours in a work week will be paid at the overtime rate. Overtime may be in the form of either pay or comp time. The default is pay.</p>	Existing
<p>14. No Overtime for Exempts - Exempt employees will not receive overtime pay except by City Manager declaration (disaster event).</p>	New

Policy	Existing or New Policy
15. Pay for Overtime (non-exempt) - Pay will be set as the default setting for overtime for non-exempts. If overtime is earned, the hours will be automatically paid as overtime. The overtime rule must be overridden to allow earning comp time rather than pay.	New
16. Acting Pay - 30 Day Requirement – Acting pay will not be paid until the employee has acted in a position consistently for 30 days. No retro pay will be allowed. Any leave time off will be paid at the employee’s regular rate of pay.	New
17. Acting Pay (Leave) – After six (6) months, leave time and/or compensatory time will be paid at the acting pay rate.	New
18. Compensatory Bank (Exempt) – An exempt employee who has unused compensatory time and moves to a non-exempt position will not be compensated for the unused compensatory time nor will the unused compensatory time be carried forward. *Comp time must be used prior to go-live.	New
19. Compensatory Bank (non-exempt) – non-exempt employees who promote to an exempt position will be paid for their unused non-exempt comp time at their non-exempt rate of pay prior to being promoted.	New
20. Emergency Callback Hours – For General employees, both exempts and non-exempt employees earn a minimum of two hours for emergency callback. Exempts earn comp time at a straight time rate. Non-exempts earn either pay or comp time at the overtime rate.	Existing
21. Emergency Callback (Acting pay) - the acting pay rate will apply to any ECB time worked.	Existing
22. Emergency Callback - Consistent Practice - Departments will be consistent in the administration of ECB by providing either pay (non-exempts) or comp time to employees who earn ECB.	New
23. Emergency Callback – Lunch Breaks – Lunch breaks are not included in ECB hours and ECB ends when the employees regular work schedule begins.	New
24. Emergency Callback (multiple instances) – For General employees, each ECB instance must be greater than 2 hours from the beginning of the previous call. Any subsequent ECB instances that occur within the ‘2 hour minimum’ time window will be absorbed into the initial 2 hours minimum.	New

Policy	Existing or New Policy
25. Shift Differential Eligibility – Only employees working an assigned work schedule will receive shift differential pay. Hours worked over the scheduled shift will be paid at the scheduled shift rate.	Existing
26. Shift Differential Pay - shift differential pay will be administered consistently across the organization based on assigned schedules. Overtime that occurs on a shift will be paid at the regular overtime rate of pay. Non-Exempt employees receiving shift differential pay can accrue compensatory time in place of overtime. Compensatory time will be earned as hours only and not at the shift differential rate	New
27. Holiday pay (exempt) - Exempt employees who work on a holiday will receive straight time pay for the hours worked plus accrued holiday leave (K time) for the hours worked.	Existing
28. Holiday pay (non-exempt) - Non-exempt employees will receive regular pay for working a holiday plus earn either overtime pay or accrue holiday leave (K time) for the hours worked. Total holiday overtime will never be more than 2 1/2 times regular pay.	Existing
29. Workers Comp (Holiday pay) - General employees on worker’s comp will not accrue holiday leave on a City recognized holiday. General employees will receive temporary income benefits (TIBS) from the City’s third-party administrator and salary supplement pay if eligible on a holiday.	New
30. Workers’ Comp (Furlough) – employees on Worker’s Comp will not receive supplemental pay on furlough days.	New
31. Voluntary Leave Bank Donations - Each member of the bank will be required to contribute at least one (1) hour of vacation leave annually. The required contribution could be up to four (4) hours annually depending on the hourly balance in the bank.	New
32. Donated Leave - Any unused vacation leave donated to an employee who is without leave time will be prorated back to all contributors when the employee returns to work.	New
33. Prior Period Leave Adjustments – Adjustments may be made to leave balances up to 28 days (two payperiods) after the pay period begin date. The Absence Administrator will correct time for periods greater than 28 days. Any adjustments requested 28 days after a pay period will require a waiver of approval by the department head submitted to the HR Director.	New
34. Daylight savings time – standardize as actual time worked on day of change	Existing

Policy	Existing or New Policy
35. Health Benefit Coverage – Health benefit coverage will begin one month after the hire date and it will end one month after termination.	New
36. Employee Limited to Using Comp Time employees will not earn and use compensatory time in the same pay period (i.e. employee with 4 hours comp balance the previous pay period will not be allowed to take 8 hours even if s/he accrued 4 additional hours in the current pay period)	New
37. Approval of time and labor – Current configuration is that the supervisor or manager the employee reports to must approve the timesheet	New