

RESOLUTION NO. 2011-70

A RESOLUTION AMENDING SECTION 14.60 COMPENSATION AND OVERTIME; SECTION 14.70 CALL BACK TIME; AND SECTION 30.10 GENERAL PRINCIPLES OF THE PERSONNEL MANUAL.

WHEREAS, the City of Wayne Personnel Manual was adopted by Resolution No. 88-31 on September 13, 1988 and was last amended by Resolution No. 2010-47; and

WHEREAS, Sections 14.60, 14.70 and 30.10 of the Manual are amended as proposed on the attached Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wayne, Nebraska as follows:

1. Amendments to the Personnel Manual relating to compensation and overtime, call back time, and general principles as set out in the attached Exhibit "A", are hereby approved.
2. The effective date of the amendments set out in Exhibit "A" shall be September 20, 2011.

PASSED AND APPROVED this 20th day of September, 2011.

THE CITY OF WAYNE, NEBRASKA,

By _____
Mayor

ATTEST:

City Clerk

Exhibit "A"
Amendments to Personnel Policy Manual
Resolution No. 2011-70A

Sec 14.60. Compensation and Overtime.

The work cycles for the various employee groups shall be as follows:

General	7-day work cycle	40 hours
*Sworn Police (*Refer to FOP Contract)	14-day work cycle	84 hours

Employees working beyond the hours in a given cycle shall be eligible for paid overtime at time and one half. For purposes of computing overtime, the base hours shall exclude all hours used for vacation and sick leave. All periods during which employees are completely relieved from duty and which are long enough to enable them to use the time effectively for their own purposes are not hours worked. Employees required to work on a holiday, excluding the Floating Holiday, shall be paid time and one-half. The City Administrator, upon the request of the non-exempt employee, may compensate in cash, overtime worked on holidays and emergency call-out time by the employee at the rate of 1.5 times the employee's regular wage rate. **Nonexempt employees are prohibited from performing city work outside of normal working hours without prior authorization by their supervisor.**

Sec. 14.70 Call-Back Time

An employee eligible for overtime compensation who is called back to duty after leaving work shall always receive credit for one hour. The minimum entitlement shall be one hour credit followed by increments of credit to the nearest quarter hour.

In the event that before or after-hours job related use of city-provided computers, cell phones, or BlackBerry-type devices by non-exempt employees is required, but the employee is not called back to duty, nonexempt employees are required to accurately record the time that they spend using the devices in quarter hour increments and submit that time worked for compensation.

Sec. 30.10 GENERAL PRINCIPLES

Computers and Internet services are provided by the City of Wayne to support open communications and exchange of information and the opportunity for collaborative government-related work. The City of Wayne encourages the use of electronic communications by its departments and employees. Although access to information and information technology is essential to the missions of government agencies and their users, use of computers and Internet services is a revocable privilege. Conformance with acceptable use, as expressed in this policy statement, is required. City departments are expected to maintain and enforce this policy. Abuse of the Internet access provided by the City in violation of law or City policy will result in disciplinary action, up to and

including termination of employment. Employees may be held personally liable for any violations of this policy.

During business hours computer use, and Internet communications to and from City employees and with outside government agencies, are presumed to be work related. City computers and data stored in them are the property of the City, and may be accessed at any time by authorized City officials. The equipment, services, and technology provided to access the Internet offered by the City remain at all times property of the City. As such, the City reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through their online connections and stored in their computer systems. Employees should not expect privacy in the use of City computers.

At a minimum, users of computers and Internet services provided by the City of Wayne are expected to:

1. Make a reasonable effort to inform themselves of this acceptable use policy, and acceptable and unacceptable uses of computer equipment and the Internet in general. This burden of responsibility is on the user as to acceptable and unacceptable uses prior to use. Compliance with all applicable acceptable use restrictions is mandatory.

2. During on-duty hours City provided computers and Internet services are to be used only for City government-related activities.

3. **In the event that before or after-hours job related use of city-provided computers, cell phones, or BlackBerry-type devices by non-exempt employees is required, but the employee is not called back to duty, nonexempt employees are required to accurately record the time that they spend using the devices in quarter hour increments and submit that time worked for compensation.**

The City Library provides use of computers and Internet services to the public free of charge. Therefore, no charge will be assessed to employees who use the computers and these Internet services during off-duty hours for personal business of a legal/ethical nature.

4. Respect the legal protection provided by copyright and license of programs and data.

5. Respect the privileges of other users.

6. Respect the integrity of computing systems connected to the Internet.

7. Know and follow generally accepted etiquette of the Internet. For example, always use civil forms of communication and avoid being drawn into “flame wars.”

8. Avoid uses of the network that reflect poorly on other agencies or on the City.

9. During normal requirements of the various jobs within the City, protection of programs, data and select files may be required. Encrypting and/or use of passwords may be necessary to protect sensitive data. Sensitive data to be defined as personnel records, any information used in pending legal action, draft materials, and/or any information that if released prior to appropriate action may be detrimental to any City function. All passwords and/or encrypting methods including encrypting programs in use on City of Wayne owned or leased computerized equipment must be on file with the Department Head or City Administrator. Such passwords shall be listed on forms provided by City offices. The password or encrypting information must be filed and available within three working days from the date the password or encryption is used. When changing or updating passwords, the three working days is from the date that change is made.

Evaluation of the guidelines of this acceptable use policy may require the City Administrator, Department Heads or supervisors to view any document, program or materials displayed on any City computer, terminal or monitor on request.

Users should remember that the City of Wayne's personnel rules and regulations on employee conflict of interest, legal/ethical conduct, and appropriate use of City property apply to the use of electronic communications systems supplied by the City.