

ORDINANCE NO. 645-21

AN ORDINANCE TO AMEND ORDINANCE NO. 605-18 PERSONNEL POLICY SECTION V COMPENSATION 5. OVERTIME COMPENSATION AND SECTION VI. ATTENDANCE AND LEAVE 5. SICK LEAVE

BE IT ORDAINED by the Town Council of the Town of Summerdale, Alabama, as follows:

SECTION I: Section V. Compensation 5. Overtime Compensation be and here by amended to read as follows:

SECTION V: COMPENSATION 5 OVERTIME COMPENSATION

5. OVERTIME COMPENSATION. The work period for all Town employees except the Police Department employees shall be eighty (80) hours over a fourteen (14) day period. The work period is divided into two equal work weeks of forty (40) hours each. The work period for the Police Department shall be eighty-six (86) hours over a fourteen (14) day period. In accordance with the Fair Labor Standards Act, all hours worked in excess of these established work periods shall be deemed overtime. All employees except those employees declared exempt under the Fair Labor Standards Act shall be compensated at the rate of one and one-half times their regular base rate of pay for overtime hours worked. No employee shall work any overtime without prior approval of his Department Head. Officers and Department Heads, because of their supervisory function as Town officials, are expected to work those hours necessary to assure the satisfactory performance of their departments. Overtime is considered part of their job responsibility and does not make them eligible for overtime compensation. All Officers and Department Heads shall work 8:00 AM to 4:30 PM from Monday through Friday, or, in his/her discretion, may elect to work different hours for a minimum of eighty (80) hours over a fourteen (14) day period. All Officers and Department Heads also shall attend all Town Council Workshops, Town Council Meetings, and any other meeting the Mayor asks them to attend.

SECTION II. SECTION VI: ATTENDANCE AND LEAVE 5. SICK LEAVE and here by amended to read as follows:

5. SICK LEAVE. All full-time employees, after the probation period, are eligible for sick leave. Sick leave with pay shall be granted for the following reasons: Personal illness and physical incapacity resulting from causes beyond employee's control, pregnancy, illness of a member of employee's household that requires employee's personal care and attention, enforced quarantine of the employee in accordance with community health regulations, to keep a doctor's or dentist's appointment, for the period of illness or disability which caused the employee's absence immediately prior to death. A doctor's certificate may be required at the discretion of the department head. An employee may use sick leave as personal leave only if no vacation leave is available. Unexplained absence shall not be considered sick leave and employee shall be charged leave without pay.

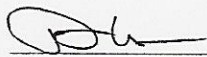
Upon completion of probation period, each full-time employee accrues 8 hours of sick leave per month, or 12 days per year. Full Time employees may accrue sick leave without limitation. Upon termination, an employee will not be paid for accrued sick leave.

SECTION III. That all other Articles and Sections thereof said Personnel Ordinance remain in full force as originally adopted or subsequently duly amended.

SECTION IV. That this Ordinance shall become effective following the posting as required by law.

FURTHER, it is recommended that the Personnel Ordinance be amended so that the Table of Contents reflects any changes to the text.

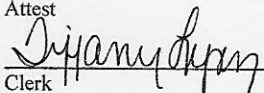
APPROVED and **ADOPTED** this the 10th day of May, 2021.



Mayor

Attest

Clerk



Clerk