

ORDINANCE 2018-25

TO AMEND SECTION 36.113 OF THE ELLETTSVILLE TOWN CODE REGARDING EMPLOYMENT HOURS AND WAGE ADMINISTRATION

BE IT ORDAINED AND ADOPTED by the Town Council of Ellettsville, Indiana:

Section 1. The following revisions are hereby made to Section 36.113 of the Ellettsville Town Code regarding employment hours and wage administration.

When an existing section of the ordinance is being amended, the text of the existing provision will appear in this style type, additions will appear **in this style type**, and deletions will appear ~~in this style type~~.

§ 36.113 EMPLOYMENT HOURS AND WAGE ADMINISTRATION.

(A) *Payroll week and work week hours.* The payroll week begins on Friday (12:01 a.m.) and ends on Thursday (midnight). The normal work pattern for employees shall be Monday through Friday, unless specified otherwise in this code and except as otherwise designated in the following departments or work groups.

(1) *Street and Planning Department.* The normal scheduled workweek for regular full-time employees of these departments shall be Monday through Friday. The shift shall be 7:00 a.m. to 4:00 p.m.; however, the supervisor can amend the work shift hours according to seasonal needs. Each employee is allowed a 60-minute unpaid lunch break and employees may leave the work site for lunches. There shall be two 15-minute breaks taken during a workday, one for every four hours worked. The breaks shall be taken as follows: one in the morning and one in the afternoon. The employee's supervisor shall determine when the break is to be taken so as to least interfere with the efficient continuity of the work. Employees are required to take their rest breaks on the work site unless specifically authorized to leave the work site by the supervisor. Street and Planning Department employees will not work over 12 continuous hours for the town except in the case of an emergency.

(2) *Utility crew.* The normal scheduled workweek for regular full-time employees of this work group shall be Monday through Friday. Each shift shall be 7:30 a.m. to 4:00 p.m. during winter months and 7:00 a.m. to 3:30 p.m. during summer months with a 30 minute unpaid lunch break. There shall be two 15-minute breaks taken during a workday, one for every four hours worked. The breaks shall be taken as follows: one in the morning and one in the afternoon. The employee's supervisor shall determine when the break is to be taken so as to least interfere with the efficient continuity of the work. Employees are required to take their rest breaks on the work site unless specifically authorized to leave the work site by the supervisor. Utilities employees will not work over 12 continuous hours for the town except in the case of an emergency.

(3) *Utility office.* The normal scheduled workweek of this work group is Monday through Friday, 7:30 a.m. to 4:00 p.m. with a 30-minute unpaid lunch break. There shall be two 15-minute breaks; a break shall be taken as follows one for every four hours worked. The employee's supervisor shall determine when the break is to be taken so as to least interfere with

the efficient continuity of the work. Employees are required to take their rest breaks on the work site unless specifically authorized to leave the work site by the supervisor. Utilities employees will not work over 12 continuous hours for the town except in the case of an emergency.

(4) *Exceptions:*

(a) Under these circumstances, an employee's supervisor may request the employee work in another department in addition to his or her normal work schedule; the employee will be paid time and a half for the overtime hours. This overtime pay will be paid out of the department having the emergency.

(b) If additional workers in either department are needed to ensure the continuation of essential services or because of an emergency situation qualified town employees may fill those part-time positions and will be paid at the base wage set for that position in that department.

(B) *New hire status.*

(1) All newly hired employees shall have a new hire status of at least one year.

(a) Newly hired employees may be paid at a probationary salary that is lower than the base wage set for that position in that department. **This is at the discretion of the Supervisor, with the approval of the Town Council.**

(b) After one year of employment with the town **and if not already at the base wage**, the newly hired employee shall be paid at the base wage set for that position in that department as listed in the salary ordinance **at the discretion of the Supervisor.**

(2) During the newly hired employee's first year of employment with the town, the employee's supervisor shall have the discretion to recommend that the employee's pay be raised to an amount that is between the probationary salary and the base wage.

(C) For the Fire and Police Departments, the hours of work and related issues are addressed separately in the respectively designated sections of this code.

Section 2. This ordinance shall take effect upon final publication as provided by law. This Ordinance was adopted by the Ellettsville Town Council on the ___ day of August, 2018 at the Ellettsville Town Hall, Ellettsville, Indiana.

ELLETTSVILLE TOWN COUNCIL

Brian Scott Oldham, President

Attest:

Sandra Hash, Ellettsville Clerk-Treasurer