

Union TA:

City TA:

Date:

Article 10 Reporting Pay and Minimum Pay

10.1 Employees who are scheduled to report for work on their regular schedule, and who present themselves for work as scheduled, but where work is not available, or made available for them, shall be excused from duty and paid at the employee's regular rate for the remainder of their regularly scheduled shift.. The City shall not be required to work and compensate an employee in accordance with this section after an employee has completed sixteen (16) consecutive hours of work. The guarantee of pay for the remainder of the regularly scheduled shift shall be inapplicable if employees fail to report at the scheduled starting time or otherwise are unable to perform their normal duties for the full shift.

10.2

Employees called to return to work before the employee's next work shift, and such call is after the employee has left the City's premises at the end of their last shift, shall be paid for a minimum of three (3) hours at the overtime rate of one and one-half (1 ½) times their regular rate.. The "return to work" will commence at the time the employee receives the call and agrees to return to work. The "return to work" shall end when the employee leaves the last designated reporting location at the conclusion of the work. 10.2.1 If an employee is called back to work, either under a call to return to work, a stand-by agreement or otherwise, and works less than three (3) hours and is called out again within the three (3) hours, they will not receive a second minimum. If an employee is subsequently called back to work after the initial (3) three hours has elapsed, they would then be eligible for an additional (3) three hour minimum.

- 10.2.2 Employees who have been asked to work overtime at the end of their shift shall receive overtime pay but not call back pay.
- 10.2.3 When the employee is called back and is required to work eight (8) or more consecutive hours outside of their normal working shift, the employee shall be paid a shift differential that corresponds with the time of the call to return to work.
- 10.2.4 Work Related Communication. If a City supervisor or an employee at the direction of a supervisor makes a work-related telephone call to an employee during their off hours, and the employee is required as a result to perform work for the City in excess of five minutes, the employee will be compensated at one and one-half (1 ½) times their regular rate of pay for the actual time spent performing the work, rounded up to the nearest fifteen (15) minutes. Work shall be defined to include legally compensable tasks performed for the benefit of the City remotely via electronic means. Phone calls to an employee for the purpose of asking if the employee if they are available to perform extra work are not compensable.

- 10.3 Any employee required to work a split shift shall be paid overtime rate, as defined in Article 9.1, for not less than eight (8) hours of such shift (exclusive of any overtime worked in addition thereto). Time worked on the employee's sixth and seventh day shall not be covered by this paragraph.
- 10.4 ~~Before the City requires bargaining unit employees to “stand-by” during their off-duty hours, the City and the appropriate Union representative will meet and determine the appropriate compensation.~~ Before the City requires bargaining unit employees to “stand-by” during their off-duty hours, the City and the appropriate Union exclusive representative will meet and determine the appropriate compensation.
- 10.4.1 If the City has not worked out a “stand-by” agreement with the Union and requests an employee to “stand-by”, the employee shall receive .25 hours pay at the straight time rate for each one (1) hours of “stand-by” time. For the purposes of this section, “stand-by” shall be defined as a requirement that an employee remain available and fit for duty during non-working time, with City communication device(s) and/or at a phone number left with the bureau such that the employee can report for work within a period of one hour, absent unusual circumstances.
- 10.5 If an employee is called back on an emergency or during snow or ice conditions their overtime will commence at the time they receive the call, with a maximum of one (1) hour's travel time permitted. The end of the call back shall be when the employee leaves the designated reporting location at the end of the call back
- 10.6 Employees are authorized special mileage allowances under the following conditions: All mileage allowances must be pre-authorized. When such employees use their own transportation to report directly to a work site other than their normal reporting place, they will file a mileage pay request for any miles that are in excess from their current home address to their normal reporting place. Mileage payments will be at the applicable IRS rate for using personal vehicles on City business. Payment will be made for the excess distance both going to work and returning home. Employees are required to keep their supervisors advised of their current home address and number of miles from their home to their regular reporting place-
- 10.7 Employee required to use their personal automobile in the course of employment will be paid mileage reimbursement at the applicable IRS rate.