RESOLUTION 2024-02

A RESOLUTION AMENDING THE TOWN OF ODESSA PERSONNEL POLICY SECTION 4.1, WORKING HOURS, AND 5.8, PUBLIC WORKS ON-CALL SCHEDULE AND POLICY

WHEREAS, the Odessa Town Council approved and adopted the Town of Odessa Personnel Policy, Resolution 2007-3, on May 29, 2007; and

WHEREAS, Resolution 2017-13 was approved with making changes to the ON CALL, Paragraph Two, section 5.8 in the Town of Odessa Personnel Policy on October 23, 2017, and

WHEREAS, it has been determined that it is in the best interest of the Town of Odessa to amend and update Section 4.1, WORKING HOURS and Section 5.8, ON CALL, and

WHEREAS, Section 4.1, WORKING HOURS, shall read: The Administrative office’s standard workweek is Monday through Friday from 8:00 am to 5:00 pm, with a one-hour unpaid lunch period. The Public Works standard workweek is Monday through Friday 7:00 am to 4:00 pm (6:00 am to 3:00 pm during Daylight Savings time), with a one-hour unpaid lunch period.

A normal working schedule for regular, full-time employees consists of forty (40) hours each workweek. Different work schedules may be established by the Town to meet job assignments and to accomplish the necessary business of the Town. Each employee’s supervisor will advise the employee of his or her specific working hours, subject to paragraph 5.3.

WHEREAS, Section 5.8, ON CALL, shall read: The Public Works Department employees must live within the city limits unless approved by council and will be on-call on a rotating weekly basis. Employees placed on call are not restricted as to the activities they may engage in as long as the general purposes of this policy are met. Employees placed on call will be provided with a Town cell phone, which provides the employee with the ability to conduct his or her personal business and affairs while on-call. Employees on-call are not required to remain on Town premises and can use the time freely for their own purposes. Employees may trade assigned on-call shifts with other employees. Hours on-call are not considered hours worked within the meaning of the Fair Labor Standards Act and the Washington State Minimum Wage Act and will not be counted for the purposes of computing overtime pay or eligibility to receive benefits.

The on-call schedule will be a weekly rotating shift from Monday 7:00 am to Monday 7:00 am. During this time, the employee will carry the Town’s cell phone during nonworking hours and respond to emergency calls within a reasonable time, depending on the nature of the emergency. The on-call employee will be expected to work Saturday and Sunday to do normal everyday duties at the wastewater treatment facility and at the pool when open. The on-call employee will take the following Friday off after their on-call week to make up for the time worked over the previous weekend. All employees of the Town of Odessa will receive standby pay for every hour they are on-call outside of the normal work week schedule. A typical on-call week without holidays will have 120 hours of on-call standby time. Both weekend days are 20 hours (4 hours each day are already worked) and Holidays are 24 hours of standby time. The standby pay is not intended as compensation for hours worked but is intended to be given in exchange for the degree of inconvenience of being on-call. The on-call employee will be paid $2.43/hr. for their on-call standby hours. This rate will be revisited yearly for possible increase during budget planning.

WHEREAS, this Resolution 2024-02 repeals and voids all preceding resolutions, ordinances, or parts of in conflict therewith, pertaining to ON CALL time.

NOW, THEREFORE, BE IT RESOLVED by the Odessa Town Council of the Town of Odessa, that Sections 4.1, WORKING HOURS, and 5.8, ON CALL, is hereby amended and is now included in the Personnel Policy.

ADOPTED AND APPROVED BY COUNCIL ACTIONS THIS 22ND DAY OF January, 2024.

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ATTEST:

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