

CITY OF COLD BAY, ALASKA

RESOLUTION NO. 17-03

A RESOLUTION OF THE CITY OF COLD BAY ESTABLISHING AN INTERIM COMP/CREDIT TIME POLICY FOR OVERTIME EXEMPT EMPLOYEES, UNTIL SUCH A TIME AS A COMPREHENSIVE PERSONNEL POLICIES AND PROCEDURES MANUAL SHALL BE ADOPTED INCLUDING A PERMANENT COMP/CREDIT TIME POLICY

WHEREAS, the City of Cold Bay includes overtime-exempt employees who are sometimes expected to work over 40 hours per week;

WHEREAS, the Cold Bay Personnel Policies and Procedures manual is currently in drafting stages, but will eventually cover the topic of comp/credit time;

WHEREAS, the Cold Bay City Council wishes to provide an interim comp/credit time policy;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF COLD BAY, ALASKA:

That the following interim comp/credit time policy shall be effective upon adoption until a permanent policy shall be established in the Personnel Policies and Procedures Manual:

Only overtime exempt employees may participate in the comp/credit time program.

Upon supervisor approval, all employee hours over 40 hours per week may accumulate into a comp/credit time leave bank, not to accrue over 100 hours at any one time. The supervisor must approve all comp/credit time accrual and use.

Employees may cash out the value of the comp/credit time hours at any time, noting that on December 1st of each year the comp/credit time will be paid out only allowing 16 hours to be carried over from year to year.

If comp/credit time remains in the comp/credit time leave bank at the time of employment termination, the employer will cash out the value of the remaining hours.

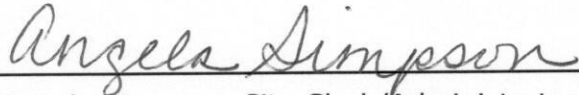
Comp/credit time hours shall be paid at the rate the employee earns at the time of payment.

ADOPTED BY duly constituted quorum of the City Council of Cold Bay, Alaska, this 20th day of September, 2016.



Candace Schaack, Mayor

ATTEST:



Angela Simpson, City Clerk/Administrator