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## **SECTION 4    COMPENSATION**

### **4-01 CLASSIFICATION**

- 4-01 (1)        All market research is conducted under the direction of the Human Resource Department. The data from this research is used to establish job descriptions, occupational classification, hiring practices, and salary ranges.

## **4-02 PAYROLL ADMINISTRATION**

- 4-02 (1) In the event there is an error in the amount of pay, including any overpayments made to the employee, the employee should promptly bring the discrepancy to the attention of their supervisor, the payroll office, or the Human Resource Department so that corrections can be made as quickly as possible.
- 4-02 (2) The City of Logan reserves the right to make any and all payroll corrections as deemed necessary and appropriate.
- 4-02 (3) Federal and State laws require the City of Logan to keep accurate payroll records, including but not limited to, actual time worked, Personal Leave, Short-term Disability, Holiday, Comp Earned, Overtime, Call Back, Incentives, Allowances, etc.
- a. Time worked is all time actually spent on the job performing assigned duties. Time worked does not include lunches or meal periods (with the exception of on-duty Firefighters and Patrol Officers), personal appointments, etc. and may be different than what was originally or normally scheduled. Only hours worked, not scheduled hours, may be reported as time worked.
  - b. Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.
  - c. Time worked should never be “averaged” or carried over from one day or pay period to the next. All hours worked must be reported on the date and in the pay period in which they were actually performed.
  - d. Altering, falsifying, tampering with the records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.
  - e. It is the employee’s responsibility to sign their time records and to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

- f. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the change.
- 4-02 (4) All employees are paid bi-weekly via direct deposit. Each paycheck will include earnings for all work performed through the end of the previous payroll period.
- a. In the event that a regularly scheduled payday falls on a holiday, employees will be paid in accordance with state and federal guidelines.
  - b. Department Heads and Division Managers will not release paychecks or pay statements to anyone other than the employee unless written authorization is given in advance by the employee.
- 4-02 (5) Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in City approved programs. Employees should review any discrepancies in payroll deductions with the payroll office.
- 4-02 (6) The City of Logan prohibits improper pay deductions to Fair Labor Standards Act (FLSA) Exempt employees. If an employee in an FLSA Exempt position feels that improper pay deductions have been made in their wage they should contact Human Resources immediately.
- 4-02 (7) Work schedules and requirements vary and can be unpredictable. The City will make reasonable efforts to accommodate work schedules to meet employee's needs and will give reasonable notice of schedule changes, as permitted, and may require employees to work overtime, weekends, different shifts, etc. as required to best deliver services to the Logan City residents.

## **4-03 WAGE AND SALARY**

- 4-03 (1) Individuals are typically hired or appointed at the minimum of the approved range. Department Heads have discretion to appoint or hire up to the first (1<sup>st</sup>) quartile of an approved salary range, as deemed necessary and appropriate based on, but not limited to, the applicant's qualifications, skills and abilities, work experience, etc.
- 4-03 (2) Appointment or hiring above the first (1<sup>st</sup>) quartile will require written justification and must be approved by the Mayor after consultation with the Human Resource Department and is typically based on, but not limited to, supply and demand conditions in the market for that particular occupation at the time of hiring.
- 4-03 (3) Regular Employees receive Pay for Performance (merit) increases based on Performance Evaluations and according to availability of funds as allocated by the City Council through the budget process.
- 4-03 (4) Employees on disciplinary probation, such as a Corrective Action Plan, are not eligible for Pay for Performance raises.
- 4-03 (4) Introductory Period Employees who successfully complete the New Hire Introductory Period may receive an increase in salary dependent upon available funding and current pay practices at that time.
- 4-04 (5) Introductory Period Employees are not eligible for Pay for Performance raises.

## **4-04 OVERTIME AND COMPENSATORY (COMP) TIME**

4-04 (1) Employees may be required to work Overtime as deemed necessary by the Department Head, Division Manager, or their designee. Further, the City of Logan reserves the right to manage Overtime and Comp time and determine work schedules (including all hours worked) and compensation paid to employees.

4-04 (2) Overtime is payment received for time worked in excess of:

- 40 hours per week for non-civil service employees
- 80 hours per 14 day work period for Civil Service Police personnel
- 212 hours per 28 day work period for Civil Service Fire personnel

- a. For each of the above, overtime is paid at one and one-half (1½) times the hourly rate.
- b. Overtime is calculated based on actual time worked. The calculation of Overtime does not include Personal Leave, Short Term Disability Leave, Comp time, Holiday or any other non-worked hours.
- c. Overtime must be approved in advance by the employee's Division Manager, Department Head, or their designee.
- d. Unauthorized work that creates Overtime will be paid, but disciplinary action, up to and including termination, may result.

4-04 (3) Comp time is time accrued for any time worked in excess of:

- 40 hours per week for non-civil service employees
- 80 hours per 14 day work period for Civil Service Police personnel
- 212 hours per 28 day work period for Civil Service Fire personnel

- a. For each of the above, comp time is accrued at one and one-half (1½) times the hours worked.
- b. Comp time is calculated based on actual time worked. The calculation of Comp time does not include Personal Leave, Short

Term Disability Leave, Comp time, Holiday or any other non-worked hours.

- c. Maximum comp time allowed to be accrued is:
- 80 hours for Regular employees and Civil Service Police personnel
  - 120 hours for Civil Service Fire personnel.
- d. Departments may establish a lower allowable comp time accrual as deemed necessary and appropriate based on their respective staffing levels, operations, budgets, etc.
- e. Time in excess of allowable accrued Comp time will be paid as Overtime. Exceptions shall require the pre-approval of the Human Resource Department and the Mayor.
- f. The use, scheduling, and payout of Comp time is solely within the City's discretion. As such, departments may require employees to use, or be paid for, accrued comp time in a manner that they deem appropriate given their respective budgets, workloads, seasonal work demands, etc.

- 4-04 (4) All Overtime and Comp time must be reported during the pay period in which it is earned, using the approved time sheet currently in use by the City of Logan and/or department.
- 4-04 (5) Employees who are not covered by, or who are exempt from, the Fair Labor Standards Act (FLSA) are not allowed to earn or accrue overtime or compensatory time except as outline in 4-04 (6).
- 4-04 (6) Overtime and Comp time in excess of eight (8) hours per day may be paid, to both FLSA non-exempt and FLSA exempt employees, in the event that the Emergency Operations Center is activated or if the Mayor declares an event as a disaster.

## **4-05 ON-CALL**

The City of Logan recognizes the need to respond to unforeseen, unplanned, or emergency situations. As such, the City has established an on-call program.

- 4-05 (1) On-Call constitutes a program whereby qualified employees volunteer to make themselves available by telephone, pager, radio, etc. for the opportunity to return to work.
- a. Each department may have unique qualifications that employees must meet to be eligible to volunteer for On-call Program participation.
  - b. Employees selected for On-Call program participation are compensated in accordance with the City's On-Call Pay Program.

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## **4-06 STAND-BY**

- 4-06 (1) An employee is considered to be on Stand-By when restricted to a specified location waiting to be engaged to work.
- a. Stand-By participation may be required at the discretion of the City.
  - b. Employees on Stand-By shall be paid at either their regular rate of pay or overtime pay as dictated by the Fair Labor Standards Act (FLSA).

## **4-07 CALL BACK**

- 4-07 (1) Call Back is when an employee returns to work after completing their regular shift or when “called back” while participating in an On-Call Program to respond to unforeseen, unplanned, or emergency situations. Call Back pay shall be compensated in accordance with the City’s Call Back Program.

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## **4-08 GARNISHMENTS OR LEVIES**

- 4-08 (1) Upon receipt of valid garnishments or levies, the City shall withhold wages from an employee's paycheck in compliance with the instructions of the court order or as outlined in State law.

#### **4-09 INTERIM PAY**

- 4-09 (1) Interim Pay is implemented when an employee is performing the essential functions of a vacant Division Manager or Department Head-level position, in addition to their normal responsibilities, for a period of one (1) month or longer.
  
- 4-09 (2) Interim Pay compensation is approved and implemented as outlined in the Interim Pay Program Outline.

## **4-10 WORKER'S COMPENSATION**

City employees injured during the performance of their job duties are covered by Worker's Compensation Insurance, as required by state law.

- 4-10 (1) When injured while on duty, an employee must:
- a. Immediately obtain necessary treatment, if needed.
  - b. Immediately report the injury to their Supervisor, who in turn, will notify the Safety Department and the Human Resource Department.
  - c. As soon as practical, the employee must also fill out a First Report of Injury Form and submit it to their immediate supervisor who will forward it to the Safety Officer.
  - d. If medical treatment is obtained, the employee will be required to furnish their immediate supervisor a Fitness for Duty certificate, from the treating physician, prior to being allowed to return to work.
  - e. If the Fitness for Duty certificate recommends modified duty, the immediate supervisor, in consultation with Human Resources, will then determine if work is available that meets the restrictions.
  - f. A copy of the Fitness for Duty certificate and all other related documents should be forwarded the Human Resources Department.
  - g. When an employee suffers a lost-time Worker's Compensation injury or illness, the missed time will ordinarily be designated concurrently as FMLA.
- 4-10 (2) If a claim is determined to be covered by Worker's Compensation Insurance:
- a. Benefit payments will be calculated based on State law.
  - b. Employees may supplement Worker's Compensation benefit payments with accrued leave up to his or her regular base wage.

- 4-10 (3) Employees who are injured on the job, and receive medical treatment other than First Aid, are required to submit to a post accident drug screen, in accordance with the City of Logan's Substance Abuse and Drug Testing Policy.
- 4-10 (4) Worker's Compensation claims that fail to meet required reporting procedures and other statutory guidelines may be denied under State Worker's Compensation laws. Failure to follow the City of Logan's required reporting policy may also result in disciplinary action.

## **4-11 TRAVEL REIMBURSEMENT**

All mileage and travel expenses must be approved by an employee's Division Manager or Department Head and be in accordance with the Finance Department's travel guidelines and procedures.

- 4-11 (1) Employees not participating in the City's Vehicle Allowance Program and not provided a city vehicle are reimbursed for mileage incurred on City business according to the Logan City Travel Policy. For information regarding the IRS rate contact the Finance Department.
- 4-11 (2) The City reimburses employees for out-of-state or overnight travel taken in the course of their employment, including travel to conferences, seminars, meetings, and workshops according to the current Logan City Travel Policy available from the Finance Department.
- 4-11 (3) The City may provide certain City personnel with a vehicle allowance for business purposes as per the City's Vehicle Allowance Program.

## **4-12 SEVERANCE PAY**

- 4-12 (1) Severance Pay may be implemented when a Department Head, Division Manager, or other employee designated at-will is terminated within the scope of employment.

Severance Pay is approved and implemented as outlined in the Severance Pay Program Outline.