

## ORIENTATION PERIOD

The orientation period is three (3) months (90 days) for all new employees, and for employees who have moved to a new position. This orientation period is considered an observation period and is a time for evaluation, by both the employee and the City. Additionally, it is a period of adjustment and adaptation in terms of your personal attitude, learning the job requirements, responsibilities, and complying with the City's work rules. During the orientation period, the supervisor of each new employee or employee in a new position may offer advice and counseling, and the new employee is encouraged to seek such advice and counseling. To complete the orientation period successfully, the new employee should demonstrate proper adjustment and adaptation to the requirements of the position, the department and the City as a whole, as well as compliance with all applicable policies and rules. In exceptional circumstances, an additional orientation period of up to three months may be granted except, however, that no more than one such additional orientation period may be granted to an employee.

## WORKING HOURS AND OVERTIME

Your working schedule will be assigned to the employee. In accepting employment with the City, or accepting a new position with the City, each employee accepts an obligation to the public and to the City to fulfill his/her work schedule as assigned. Additionally, there may be occasions when the City requires an employee to be on call and/or work overtime. As a condition of employment, the employee accepts an obligation to be on call and/or to work overtime as necessary.

All employees, except those who fall within the Fair Labor Standards Act's (FLSA) exempt categories, who work overtime (over 40 hours per work week) shall be paid at a rate of one and one-half times the employee's regular hour rate or given compensatory time off at a rate of one and one-half hours for each hour over 40 hours worked. Overtime shall be paid, or compensatory time off given, only for hours actually worked in excess of 40 hours per week. Pay received for hours not worked (such as vacation, sick leave, or bereavement pay) shall not count toward calculation of overtime pay. Authorization to work overtime must be approved in advance by the employee's supervisor or the department head.

Employees who fall within the FLSA's exempt categories, who work more than 40 hours per week, will be permitted to accumulate up to 80 hours as compensatory time off in any calendar year to be used as needed for emergency situations.

The following positions in the City government are hereby determined to be exempt from compliance with the overtime provisions of the Fair Labor Standards Act:

- All elected officials of the City
- All department heads
- All volunteer positions

## BREAKS

The City tries to allow two (2) paid fifteen (15) minute rest breaks per day. The employee's supervisor will advise the employee when he/she is to take such rest break. **Rest breaks are a privilege, not a right.**