

RESOLUTION NO.

15-22

**TITLE: A RESOLUTION AMENDING THE PERSONNEL
POLICIES OF THE TOWN OF HUDSON**

WHEREAS, the Board of Trustees has determined that certain changes to the Personnel Policies of the Town of Hudson are necessary and desirable for clarification.

NOW, THEREFORE, BE IT RESOLVED that the following amendments are made to the Personnel Policies of the Town of Hudson:

Section 1. Article 3, Section 1 Work Period/Week amended as follows:

SECTION 3.1 - WORK PERIOD/WEEK

GENERAL EMPLOYEES

The normal work hours for general employees shall be determined by the Department Supervisor, subject to the approval of the Town Administrator and based upon the hours best suited to meeting the needs of departmental operations and providing quality service to the community. For purposes of calculating overtime for a non-exempt employee, the workweek established by the Town for General Employees begins on Sunday at 12:01 a.m. and ends the following Saturday at 12:00 midnight. Salaried and Regular Part-time employees may take paid breaks, not exceeding a combined total of 30 minutes during one working day, depending upon the constraints of the working conditions as determined by the supervisor in charge. Normal breaks are considered 15 minutes in duration in mid-morning and mid-afternoon. Lunch breaks are to be taken at times recommended by the Supervisor and approved by the Town Administrator. The lunch break shall consist of a mid-workday break of either 30 minutes or one hour without pay at the discretion of the supervisor. Paid mid-morning and mid-afternoon breaks may not be combined with lunch breaks to extend the lunch or to shorten the work day.

On Calendar years that are a leap year hourly employees will be awarded 8 hours of compensatory time.

Section 2. Article 3, Section 2 Pay Period amended as follows:

SECTION 3.2 - PAY PERIOD/ PAY DATES

PAY PERIOD

The Town of Hudson has a bi-weekly pay period. Bi-weekly paid employees are paid on a bi-weekly basis every other Friday, one week in arrears. Each work week begins on Sunday and ends the following Saturday. Two work weeks comprise each bi-weekly pay period.

PAY DATE

Payday is every other Friday. If the banks or the Town of Hudson is closed on the scheduled payday, the payday will be the day prior to the scheduled payday.

PRODUCED, READ and PASSED this 15th day of July, 2015.



TOWN OF HUDSON, COLORADO

Raymond Patch
Raymond Patch, Mayor

Linnette Barker
Linnette Barker, Town Clerk

ARTICLE 3 – EMPLOYMENT AND COMPENSATION

SECTION 3.1 - WORK PERIOD/WEEK

GENERAL EMPLOYEES

The normal work hours for general employees shall be determined by the Department Supervisor, subject to the approval of the Town Administrator and based upon the hours best suited to meeting the needs of departmental operations and providing quality service to the community. For purposes of calculating overtime for a non-exempt employee, the workweek established by the Town for General Employees begins on ~~Monday-Sunday~~ at 12:01 a.m. and ends the following ~~Sunday-Saturday~~ at 12:00 midnight. Salaried and Regular Part-time employees may take paid breaks, not exceeding a combined total of 30 minutes during one working day, depending upon the constraints of the working conditions as determined by the supervisor in charge. Normal breaks are considered 15 minutes in duration in mid-morning and mid-afternoon. Lunch breaks are to be taken at times recommended by the Supervisor and approved by the Town Administrator. The lunch break shall consist of a mid-workday break of either 30 minutes or one hour without pay at the discretion of the supervisor. Paid mid-morning and mid-afternoon breaks may not be combined with lunch breaks to extend the lunch or to shorten the work day.

On Calendar years that are a leap year hourly employees will be awarded 8 hours of compensatory time.

SECTION 3.2 - PAY PERIOD/ PAY DATES

PAY PERIOD

The Town of Hudson has a ~~bi-monthly~~ weekly pay period. Payday is currently the next business day after the fifteenth and last day of the month. ~~Bi-weekly paid employees are paid on a bi-weekly basis every other Friday, one week in arrears. Each work week begins on Sunday and ends the following Saturday. Two work weeks comprise each bi-weekly pay period.~~

PAY DATE

~~Payday is every other Friday. If the banks or the Town of Hudson is closed on the scheduled paydate, the paydate will be the day prior to the scheduled paydate.~~

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SECTION 3.3 - OVERTIME/COMPENSATORY TIME - CALL BACK - TRAVEL

OVERTIME

For the purpose of computing overtime, only hours actually worked shall be used in the computation of overtime. Paid benefits and leaves are not part of actual hours worked and are not used in the computation of overtime. All overtime for non-exempt employees must be authorized in advance by the employee's supervisor and with