

VII. HOURS OF WORK, OVERTIME, ETC.

7.1 HOURS OF WORK

Except as otherwise provided in this title, the regular workweek shall consist of five (5) days at eight (8) hours per day, or upon approval of the Department Head, four (4) days at ten (10) hours per day, totaling forty (40) hours per week.

7.2 OVERTIME

Overtime is an occasional necessity and must be worked if assigned. Department Heads are responsible for insuring that no abuse of overtime occurs. All overtime work must have the prior approval of the Department Head unless an emergency precludes such approval. The Department Head shall review and certify overtime approved for payment.

Except as provided below, employees shall be paid at one and one-half times their regular rate of pay for all hours worked in excess of forty (40) hours in one (1) regular workweek. All work performed on the seventh day (defined as any day during a regular workweek as designated by the Department Head which follows five (5) days work of at least eight (8) hours and one (1) day of at least four (4) hours work) shall be paid at double the straight time rate.

7.3 HOLIDAY OVERTIME.

a. During Shift Hours. If work is performed on a holiday during regular shift hours (the employee is physically at work or working), the employee shall be paid time and one-half for the hours worked. All non-exempt employees will be paid their holiday hours on the actual holiday.

b. Outside Shift Hours. If work is performed (the employee is physically at work or working), on a holiday outside the regular shift hours, double the straight time rate shall apply. (Example: An employee's regular shift is from 8:00 a.m. to 5:00 p.m. On a holiday he or she is called to work from 6:00 a.m. to 8:00 a.m. The employee would be paid double time for these hours as well as receive eight (8) hours of holiday pay.)

c. Employees whose positions are classified as exempt are not eligible for holiday overtime.

7.4 CALL-OUT TIME.

Employees who are called out to work outside of their regular work shift shall receive a minimum of two hours of "call-out pay" calculated at one and one half times the employee's regular rate of pay. Employees whose positions are classified as exempt under the Municipality's employment service are not eligible for call-out pay.

If an employee is required to be on unscheduled duty for more than four consecutive hours and for every four consecutive hours of continuous duty thereafter, the department will furnish them with a meal and a half-hour at the overtime rate to eat or the employee may be compensated for meals at the City and Borough per diem rate and receive a half-hour at the overtime rate for each meal they did not stop to eat.

7.5 STANDBY PAY.

When a Department Head or an immediate supervisor instructs an employee to remain available for work in a "standby" status after regularly scheduled work hours, on scheduled days off, or on holidays, the employee shall receive \$3.50 per hour for each hour that the Department Head or an immediate supervisor instructs the employee to stand by. Standby pay is only paid for actual hours in standby status. Standby pay shall not be paid for regular hours worked, overtime, or call-out. Employees whose

positions are classified as exempt under the Municipality's employment service are not eligible for standby pay. Employees on standby status will be required to respond ready-to work within 30 minutes or the amount of time designated by their Department Head or supervisor as appropriate for the situation.

7.6 PAYDAYS.

Employees shall be paid every other week.

7.7 PAYROLL DEDUCTIONS.

Deductions required by law will be withheld from each employee's paycheck. Other deductions, such as health insurance premiums, may be withheld if requested by the employee and approved by the Finance Director. Deductions may also be made in accordance with 8 AAC 15.160.

7.8 DELETED