

CITY OF HOSCHTON
STATE OF GEORGIA

RESOLUTION 2024-45

**A RESOLUTION ADOPTING AN AMENDMENT TO THE PERSONNEL POLICY
REGARDING OVERTIME PAY FOR NON-EXEMPT EMPLOYEES**

WHEREAS, the governing body of the City of Hoschton (“City”) desires to amend the personnel policy, such that employees of the City are aware of their rights and obligations relating to employment by the City and to ensure that the citizens of the City continue to receive excellent service from the persons who work for the City; and

WHEREAS, the City has reviewed the personnel policy and wished to amend Section 7.5.1, On Call Policy, as attached hereto in “Exhibit A”.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the City of Hoschton does hereby adopt the amended personnel policy and directs the Mayor and City Manager to sign such documents and take such action as are necessary to ensure that the personnel policy is made available to City staff.

Adopted this 17th day of September, 2024.

Debbie Martin, Mayor

ATTEST:

Jennifer Williams, Assistant City Clerk

Proposed - Exhibit A

Employees called back to duty will be paid their appropriate rate of pay for hours worked or at the overtime rate for hours worked over the applicable overtime threshold. Employee must inform their Department Head and get approval from City Manager.

7.5.1 ON CALL POLICY

All employees who are scheduled to be on call should be available from 8:00 a.m. Monday to 8:00 a.m. the following Monday.

Pay for on call shifts shall be set by the City Manager.

If an employee on call has been called in for an emergency (outside of regular business hours), employee must inform their Department Head and get approval from City Manager.

When on call, the employee may take home a City vehicle for the week as long as it remains within a 50 mile radius of the City limits.

SECTION 8- WAGE AND SALARY ADMINISTRATION

8.1 PAYROLL RECORDS

The official payroll records are kept by the Human Resource Department. Each Department Head shall turn in on a weekly basis a signed work record for each employee within their department, noting hours worked, leave taken, and overtime worked.

8.2 TRAVEL EXPENSE REIMBURSEMENT

City employees will be reimbursed for reasonable and customary expenses actually incurred while performing official City business. The City will not reimburse for expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization.

8.2.1 REIMBURSABLE EXPENSES

Expenses such as meals for Hoschton employees traveling on business is based on the GSA standard per diem rates and employee will be given a check prior to departure. If meals are included in your training session no per diem will be given. Lodging, mileage, and parking may be reimbursed with proper approval and/or receipts. Employees and elected officials are responsible for the submittal of their own reimbursement requests. Requests which are

Current Policy

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7.5.1 ON CALL POLICY

All employees which are scheduled to be on call should be available from 8:00 a.m. Monday to 8:00 a.m. the following Monday.

Pay for on call is a weekly flat rate of \$100.00 plus hours worked at a rate of time and a half for all hours over 40 hours worked. (Worked hours do NOT include Holidays and/or PTO)

If an employee on call has been called in for an emergency (outside of regular business hours) employee must inform their Department Head and get approval from City Manager.

When on call, the employee may take home a City vehicle for the week as long as it stays within a 30 mile radius of the City limits.

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