

Section 114. (2004 Policy and Procedures Manual)

Section 7.01.e (2013 Policy and Procedures Manual)

During a City Declared Period of Administrative Closure: During times of closure of the administrative functions of the City (i.e., closure of City offices when the same would normally be open with the exception of official holidays as declared by the governing authority), certain employees may be called to duty during a period of Administrative Closure (essential employees) and others will be placed on administrative leave during the period of Administrative Closure (non-essential employees). Depending on circumstances, this policy may be implemented on a department or building basis in which case only the employees in that department or building would be subject to the provisions of this Section. Impacted Employees will be compensated, during a period of Administrative Closure, as follows:

Non-essential employees (i.e., those employees placed on administrative leave):

- FLSA non-exempt: shall be compensated at the regular hourly rate for hours scheduled to work that were not worked due to Administrative Closure
- FLSA exempt: shall be compensated at their regular salary for days of work (or parts thereof) not worked due to Administrative Closure

Essential employees (Compensation for essential employees during period of administrative closure is an extraordinary cost):

- FLSA non-exempt: shall be compensated at 1.5 times their regular hourly rate for the hours permitted under the FLSA workweek for each employee.
- FLSA exempt: shall be compensated for each hour worked over the usual work schedule in a given 24 hour period, at an hourly rate determined by dividing the employee's annual base salary by 2080 hours.

Overtime: In all instances, overtime shall be paid as set forth elsewhere in the 2004 Policy and Procedures Manual (note during period of Administrative Closure, compensatory time, as provided for in the 2013 Policy and Procedures Manual will not be awarded; rather overtime per the 2004 Policy and Procedures Manual shall be paid).

Holidays: Where a period of Administrative Closure falls on a holiday, Holiday Pay, as set forth herein, shall be paid to all essential and non-essential employees.

Employees may only be required to work during a period of Administrative Closure by the Department Director or the Mayor or the CAO, who may communicate that requirement to the employees directly or through the employees' supervisor(s). All hours required to be worked by any employee and actually worked during a period of Administrative Closure shall be documented on the employee's time sheet and, when applicable, on the City's Universal Daily Activity Log or other similar form as may be required by the nature of the closure. The compensation provided for in this section shall be paid without regard for the cause of the Administrative Closure and without regard for whether federal or state reimbursement is available.