

**RESOLUTION NUMBER 930**

**APPROVING AMENDMENTS TO THE CITY OF CLINTON EMPLOYEE HANDBOOK**

**WHEREAS**, the prevailing City of Clinton Employee Handbook was approved by City Council on June 8, 2016 after substantial review and updating; and

**WHEREAS**, changing circumstances, budgetary adjustments and other considerations indicate the need for some amendments to this document which has day to day operational implications; and

**WHEREAS**, the recommended amendments have been prioritized with additional recommended amendments likely to follow as this Handbook is reviewed more frequently.

**NOW THEREFORE IT IS HEREBY RESOLVED** by the City Council of the City of Clinton, OK that the recommended amendments to Sections 101, 102, 207, 301, 302, 303, 305, 403 & 406 specifically shown on Attachment "A" to this Resolution to the Employee Handbook be approved, effective immediately.

**PASSED** by Council this 7th day of December, 2021.

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David D. Berrong, Mayor

ATTEST:

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Amy E. Jones, City Clerk

**UPDATES TO THE CITY OF CLINTON EMPLOYEE HANDBOOK  
TO BE CONSIDERED FOR APPROVAL ON DECEMBER 7, 2021**

**101 - PURPOSE**

The purpose of this Handbook is to provide a working guide to the personnel policies, practices and benefits of employment with the City of Clinton. The Handbook is not a legal document, does not constitute a contract of employment and does not give rise to a property right in continued employment with the City. The employment relationship with the City is terminable at will at any time, with or without cause. The City Council retains the right to revoke, modify, change or amend any of the policies and procedures at any time.

An employee who has a question regarding any of the policies and procedures contained in the Handbook is encouraged to direct any inquiries via his chain of command to his Department Head, then the Human Resources Director and then the City Manager. The City Manager is authorized to utilize his management discretion in a reasonable, equitable and timely manner to address issues not included in this Handbook or in need of interpretation due to conflicting provisions and/or a lack of clarity. Such issues are to be researched, resolved and brought to the City Council as amendments to this document as necessary.

**102 - SCOPE**

Except as set forth below, this Handbook applies to all employees of the City of Clinton, ~~and the Clinton Public Works Authority,~~ all of the public trusts which the City of Clinton is the beneficiary, unless specifically exempted from this Section. The provisions of the City Charter and City Ordinances will supersede any conflicting provisions contained herein. Any reference to the masculine form in these policies will also be applicable to the feminine form.

~~To the extent any provision of this Handbook is inconsistent with the terms of the Collective Bargaining Agreements (CBA) with the International Association of Fire Fighters, Local No. 5016, or if the CBA addresses the same topic, the applicable provision(s) of the CBA will apply and will supersede this Handbook as to those employees covered by the CBA.~~

**207 - DEFINITION OF EMPLOYEES**

- A. Probationary/Introductory - A newly hired individual will be deemed to be in a probationary/introductory status for six (6) months from the date of initial employment. The probationary period for police officers is twelve (12) months for employees who are CLEET certified at the time of initial employment. The

probationary period for non-CLEET certified police officers will be twelve (12) months after certification by CLEET. The probationary period for fire fighters will be 12 months, as set forth in the applicable CBA.

A probationary employee will undergo a Probationary Evaluation at the end of the probationary period prior to achieving permanent status. If the evaluation rating is average or above, the employee will achieve permanent status. If the evaluation rating is below average, the employee may be terminated and, if terminated, will have no right of appeal.

### 301 - PAY PERIOD

The pay period consists of every two weeks, or twenty-six (26) pay periods per fiscal year. The pay period for all employees other than police and fire department employees begins at 12:00 a.m. on Sunday and concludes at 11:59 p.m. on Saturday every based upon a seven (7) day work period. The pay period for police and fire department employees will begin at 12:00 a.m. Sunday and conclude at 11:59 p.m. on Saturday on a 14 day work period. Pay checks will be distributed by direct deposit every other Friday.

### 302- WORK PERIOD

The ~~normal~~ work period for some employees is a traditional standard eight (8) hours per day for a five (5) day work week while other employees work various shift schedules. ~~The schedule for fire personnel are as set forth in the applicable CBA~~. Working hours may be changed by a Department Head, with the written prior approval of the City Manager, as deemed appropriate for the efficient operations of the Department, ~~or~~ due to weather conditions or other emergencies.

### 303- OVERTIME

Overtime work will avoided as much as possible without unduly limiting the provision of services to our citizens. When overtime work is necessary, it will be compensated in accordance with the Fair Labor Standards Act (FLSA). A non-exempt employee will be eligible to receive overtime pay or compensatory time off calculated at one and one-half (1.5%) times the hours actually worked in excess of forty (40) hours during a seven (7) day work week per the FLSA. An employee may accrue a maximum of forty (40) hours of credited compensatory time. Thereafter, all overtime hours will be paid. However, a Department Head, with the approval of the City Manager, may authorize the accumulation of more than forty (40) hours of compensatory time for a specific employee, if deemed necessary due to the temporary needs of the department, such as manpower issues. Compensatory time accrued should be used as soon as possible and before accrued vacation time is used.

~~In addition, the City Manager may, at his/her discretion, allow an employee to be paid overtime pay at the rate of one and one half (1.5) times the employee's regular rate of pay for all hours actually worked in excess of forty (40) hours during a seven (7) day work week~~

### 305- ON CALL

Police Department employees assigned to the investigative division may be placed "on call" by the Chief of Police. The employee will receive twelve (12) hours of pay at his regular rate of pay while designated to be "on call" whether the employee is actually called out or not. A Water Department employee who is designated by the Department Head to be in an "on call" status will receive twelve (12) hours of pay at his regular rate of pay while being in an "on call" whether the employee is actually called out or not.

### 403 - VACATION LEAVE

Employees are strongly encouraged to take vacation leave in the year in which it is accrued. Employees may ~~only carry over~~ accrue a maximum of two hundred forty (240) hours of ~~accrued~~ vacation time ~~from fiscal year to fiscal year.~~ Based upon their different work period, fire department employees may accrue a maximum of four hundred thirty-two (432) hours. Under normal circumstances, employees are to submit a written request to take vacation leave at least ten (10) days in advance. All requests must be approved in advance by the Department Head and scheduled so as not to unduly disrupt the efficient operations of the Department. It is the duty of the Department Head to ensure that employees schedule their vacation each fiscal year. In the event of a conflict in requests, seniority will control. A maximum of one hundred sixty (160) consecutive hours of vacation may be taken at any one time. The fact that an employee has scheduled vacation leave in advance is not an absolute guarantee that the employee will be able to take that particular time off. The City reserves the right to cancel vacation leave if necessary due to the demands of a particular department.

### 406 - Sick Leave Bank

A full time non-probationary employee who has exhausted all of his accrued sick leave, vacation leave and compensatory time and is ~~still~~ unable to work due to illness, including maternity, or injury may request donations from the Sick Leave Bank for a period of time up to thirty (30) working days. Such requests will not be granted on a recurring basis.