

## Town of Windsor

### Memorandum

July 9, 2013

**TO:** The Honorable Mayor and Members of Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Personnel Policy Changes

At a recent work session, Council discussed the recent changes to the personnel policies. Council directed me to revise the hours of work for salaried employees. I have made the changes to the policy, and they are attached.

The new language is in red and is underlined. The change provides the salaried employees with the option of having a 1 hour lunch if they still maintain an eight hour day.

I recommend that Council adopt the enclosed personnel policy change.

#### **Recommended Motion**

Move that Council adopt the enclosed personnel policy change.

## V. Employee Compensation

The total compensation of employees consists of the regular salary and authorized overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

### A. Pay and Classifications

#### Compensation Plan

1. The compensation plan for employees of the Town shall consist of:
  - a. A classification system for all classified jobs.
  - b. A paygrade that sets a salary range for each classified position.
2. The rates of pay for each employee within a paygrade shall be set by the Manager *and* Town Council. The normal entrance rate of pay for new employees shall be at the lower end of the paygrade for the position.
3. The compensation plan may be amended by motion of the Town Council or by the Town Manager within the limits of appropriations by the council.

### B. Hours of Work

1. The Manager shall establish the hours of work for all Town employees. The standard scheduled workweek for which salary is paid consists of 40 hours, generally Monday through Friday. This does not preclude the establishment of specified schedules other than forty (40) hours in a given workweek for other employees if approved by the Manager.
2. The standard work hours for all hourly office employees shall be from 8:30 a.m. to 5:00 p.m. with a 1 hour ~~30-minute~~ unpaid meal break.

All salaried office employees shall work a minimum of 40 hours per week. The normal work day for all salaried employees shall be 8:30 a.m. to 5:00 p.m. with half an hour for lunch, or 8:30 a.m. to 5:30 p.m. with one hour for lunch.

Non- salaried employees that are required to work meetings after hours will be provided a flexible work schedule within the pay period or financial compensation.

Salaried employees that are required to work meeting after hours will be provided a flexible work schedule within 2 weeks.