

**MIDWAY SEWER DISTRICT  
RESOLUTION NO. 2016-02**

**RESOLUTION AMENDING DISTRICT EMPLOYEE HANDBOOK**

**Background:** The Board of Commissioners believes it is necessary to update and clarify Section 404 of the District’s Employee Handbook relating to Overtime.

The Board recognizes that on occasion employees that are on previously scheduled vacations may be called into work and the Board believes that in such situations, employees that report for duty should be paid at an overtime rate without loss of vacation hours for the hours worked.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following action:

Section 404 of the District’s Employee Handbook shall be amended as follows:

Sec. 404 OVERTIME

Overtime work is any work by a NONEXEMPT employee in excess of forty hours in any week, or eight hours in any day or any work hours required during a preapproved vacation period. Any NONEXEMPT employee called in to work during their off-hours shall receive a minimum of two hours overtime pay. Overtime pay is one and one-half times the regular wage. In lieu of overtime pay an employee may elect to take compensatory time-off at the rate of 1.5 hours for each hour of overtime, provided it is in the same pay period as the time when the overtime work was performed and is taken at a time approved by the Manager. Employees that are required to work during a preapproved vacation period shall not be charged vacation for the hours actually worked.

The Employee Handbook changes shall become effective immediately.

**Adoption:** ADOPTED at a regular meeting of the Board of Commissioners of Midway Sewer District on February 10, 2016 the following Commissioners being present and voting:

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

**Effective Date: 01-08-97**  
**Revision Date: 02-10-16**

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