

**NEW CAREER SERVICE RULE 3 SELECTION**

**PLEASE READ AS SOON AS POSSIBLE**

**TO:** Appointing Authorities, Managers, and Employees

**FROM:** Bruce Backer and Dani Brown  
Acting CSA Co-Directors

**DATE:** June 8, 2007

**SUBJECT:** Revision to Career Service Rule 9-74 Interruption Of Work And Pay During Declared Citywide Emergency

The Career Service Authority (CSA) has approved a revision to Career Service Rule 9-74 Interruption of Work and Pay During Declared Citywide Emergency.

This revision continues the practice of paying employees for work missed when the work program is interrupted or when the City is closed because of an emergency. It also provides that:

- Employees who are called to work while the City is closed for an emergency will be compensated for the time worked during the closure, in addition to compensation received for the period of closure. Both the time worked and the compensation received for the period of closure will count as hours worked for determining whether employees eligible for overtime are entitled to overtime.
- Non-exempt employees will continue to receive payment for overtime in cash or compensatory time off. Exempt employees eligible to receive overtime will continue to be paid in cash. Exempt employees who work during the period the City is closed may be paid for this time in cash or with compensatory time off.
- Employees on scheduled leave during the time of closure will not receive credit for leave used during the period of closure unless called back to work.
- Employees must have prior written approval to telecommute during the period of closure.

Please provide a copy of this rule to employees who do not have access to a City e-mail account.

**MEMORANDUM**

**REVISION 20, SERIES C**

**TO:** Holders of CSA Rule Books

**FROM:** Career Service Board

**DATE:** June 8, 2007

**SUBJECT:** Revision of Career Service Rule 9-74 Interruption of Work and Pay During Declared Citywide Emergency

The Career Service Board has revised Career Service Rule 9-74 Interruption of Work and Pay During Declared Citywide Emergency. The effective date of this revision is June 8, 2007.

	<b><u>Page Number</u></b>	<b><u>Issuance Dates</u></b>
<b>Remove</b>	9-13	April 1, 2006
<b>Replace</b>	9-13, 9-13.1	June 8, 2007

**PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.**

### 9-72 Meal Periods

Meal periods may be established for one (1) hour or one-half (1/2) hour. In certain cases, because of the character of the work, it may be necessary for an employee to be required to eat a meal while working. If the meal period is spent predominantly for the benefit of the City, the employee shall be paid for the entire meal period.

### 9-73 Posting of Changes In Work Schedules

- A. If work schedules are changed, such schedules shall be posted sufficiently in advance of rotation so that the affected employees are fully informed. However, appointing authorities may require an employee to arrive early or stay beyond his or her regular work schedule or return to work to provide essential City services without such notice. The determination of an essential City service shall be at the discretion of the appointing authority.
- B. Employees are permitted to request a temporary change in daily work schedules in order to accommodate personal needs. Appointing authorities have the discretion to grant this request based on the business needs of the department or agency.

### 9-74 Interruption of Work and Pay During City-wide Emergency (Effective June 8, 2007; Rules Revision Memo 20C)

- A. An employee who is excused from work for the day or any part of the day when the work program is interrupted (e.g., because of weather) shall be considered to have worked the number of hours included in his or her regular daily schedule. An on-call employee who is called to work and not assigned because of an interruption or change in the work program shall be considered to have worked two (2) hours on that day.
- B. Work Interruptions during a Citywide Emergency Declared by the Mayor  
  
In addition to pay for the interrupted work hours, employees who work during the hours of a City-wide emergency declared by the Mayor are eligible for compensation for working during hours attributed to the emergency condition as follows:
  - 1. Non-exempt employees shall also receive pay for the actual time they work during the City-wide emergency. For purposes of determining if an employee is entitled to overtime, the work hours interrupted by the City-wide emergency shall be counted as time worked in addition to time actually worked and other amounts, such as paid holidays, periods of paid leave, or any discharge of compensatory time, as provided by the overtime provisions of this rule.

2. a. An employee exempt from overtime shall be paid at the straight time hourly rate for each hour worked that was related to the emergency. Interrupted work hours during a City-wide emergency count as time worked and exempt employees eligible for overtime in accordance with 9-93 Overtime Exceptions will be compensated for hours beyond forty (40).
- b. City-wide emergency pay may be paid in either cash or compensatory time off, at the discretion of the appointing authority. Compensatory time may be taken at any time mutually convenient to the employee and the appointing authority. All accrued compensatory time shall be used by September 30<sup>th</sup> of each calendar year or paid in cash by the final pay period in October of that year.
3. Employees who were on other leave such as vacation, compensatory time, sick, or leave without pay must use that leave unless called back to work. When called back to work, unused leave hours are returned to the banks and work hours are counted.
4. Employees who telecommute must have prior written approval to telecommute from their appointing authority or designee. The written approval shall include the employee's assignment while telecommuting. An employee must demonstrate that he or she accomplished the assignment in accordance with the written approval.

#### Section 9-80 Special Work Schedules

- A. Deviations from the standard workweek, eight (8) hour work-day or designation of special work schedules may be made so long as they are in accordance with the provisions of this subsection. The appointing authority must provide written notification to the Personnel Director of any change to the standard workweek or the designation of special work schedules for employees.
- B. Establishment:
  1. When the work program of a department or agency is such that the interests of the City as well as the efficiency of the organization can better be served by a special work schedule, the appointing authority may establish one for specified units, individual employees, or the entire agency.
  2. Employees affected by the proposed schedule should be consulted concerning their preferences prior to the establishment of the special work schedule, and their wishes should be recognized wherever possible. The final determination shall be within the discretion of the appointing authority.