

**MEMORANDUM**

**REVISION 58 SERIES C**

**TO:** Holders of CSA Rule Books

**FROM:** Career Service Board

**DATE:** February 10, 2012

**SUBJECT:** Addition to Career Service Rules

The Career Service Board has approved the following addition of Career Service Rule 9-69 Child Welfare Stipend. This rule will allow exempt employees working on child welfare cases to receive a stipend under conditions defined in the rule.

	<b><u>Page Number</u></b>	<b><u>Issuance Dates</u></b>
<b>Remove:</b>	9-15, 15.1	May 11, 2011
<b>Replace:</b>	9-15, 15.1, 15.2 and 15.3	February 10, 2012

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

B. Amount of Stipend

1. Exempt employees:

- a. The only compensation the employee will receive for time spent teaching golf lessons is the Golf Lesson Stipend.
- b. The City shall retain sixteen percent (16%) of the fee charged.
- c. Eighty-four percent (84%) of the fee will be paid to the employee as a Golf Lesson Stipend.

2. Non-exempt employees:

- a. Non-exempt employees will receive their normal hourly rate of pay for time spent conducting lessons in addition to the Golf Lesson Stipend.
- b. The City shall retain forty percent (45%) of the fee charged.
- c. Fifty-five percent (55%) of the fee will be paid to the employee as a Golf Lesson Stipend.

3. The City portion of the fee will include the cost of golf balls.

4. Stipends will be paid on collected revenue only.

9-68 Heavy Equipment Mechanic Trainer Differential  
(Effective June 23, 2008; Rule Revision Memo 29C)

- A. A Heavy Equipment Mechanic ("HEM") who is assigned HEM trainer duties by an appointing authority shall be eligible for a differential of \$2.25 per hour for all time spent performing HEM trainer duties (but not to exceed four hundred hours per calendar year).
- B. The appointing authority shall select eligible HEM trainers through a formal process that shall include submission of an application, a formal interview, and demonstration and evaluation of technical skills.
- C.
  1. The appointing authority shall provide a training plan which shall include the criteria that will be used for selecting HEM trainers to the Personnel Director for approval.
  2. The appointing authority shall provide the name(s) of any eligible employee(s) to the CSA prior to payment of the differential.
- D. An appointing authority may terminate the assignment of training duties to an employee at any time. The appointing authority shall notify the CSA when an employee is no longer assigned training duties.

9-69 Child Welfare Stipend

(Revised effective February 5, 2012, Rule Revision Memo 58C)

- A. State law requires the Department of Human Services to have staff available twenty-four (24) hours a day to receive reports of abuse and neglect, conduct initial assessments of such reports that are deemed emergencies, and investigate those reports that are appropriate for child protective services. In order to meet this requirement, the Manager of Human Services may schedule eligible employees to be available to respond to emergency calls at night, weekends, mandated furlough days and holidays. Employees so scheduled will be entitled to receive a Child Welfare Stipend as provided below. An employee who is scheduled to respond to emergency calls is expected to:
1. Be available by telephone;
  2. Be in a non-impaired condition that allows the employee to safely perform job duty assignments; and
  3. Respond to a call and perform work within a designated amount of time not to exceed:
    - a. Fifteen (15) minutes for After-hours Administrators.
    - b. Ten (10) minutes for After-hours Call Takers.
    - c. Forty-five (45) minutes for After-hours Responders.

Employees who are scheduled to respond to emergency calls and fail to meet these expectations may be subject to disciplinary action, up to and including dismissal.

- B. The Manager reserves the right to refuse to schedule an employee to respond to emergency calls. An employee who is scheduled to respond to emergency calls will not be allowed to have his or her regularly scheduled shift before or after the assigned emergency response duties adjusted. However, the employee's supervisor may allow the employee to use paid or unpaid leave in order to catch up on missed sleep, as appropriate.

- C. To be eligible for the Child Welfare Stipend, the employee must:
1. Have a minimum of one (1) year of child welfare experience at the type and level of Social Case Worker; and
  2. Be exempt from overtime under Federal law and the Career Service Rules (employees who are eligible for overtime may receive standby pay as provided in the Career Service Rules).
  3. In order to be eligible to be assigned After-hours Administrator duties, the employee must be at least at the type and level of Social Case Worker Supervisor.
- D. After-hours emergency response duties will be divided and paid as follows:
1. After-hours Administrator. Supervises the After-hours Call Taker and the After-hours Responder. After-hours Administrator duties will be assigned a week at a time. Employees assigned After-hour Administrator duties during a week in which a holiday or mandated furlough day occurs will receive a \$300 Child Welfare Stipend for that week. Employees assigned After-hour Administrator duties during any other week will receive a \$150 Child Welfare Stipend per week.
  2. After-hours Call Taker. Answers after-hours hotline calls (nights only) and determines an appropriate response after consulting with the After-hours Administrator. After-hours Call Taker duties will be assigned a night at a time. Employees will not be assigned After-hours Call Taker duties more than twice a week or more than eight times a month. Employees assigned After-hours Call Taker duties on a holiday or mandated furlough day will receive a \$150 Child Welfare Stipend for that night. Employees assigned After-hours Call Taker duties on any other day will receive a \$75 Child Welfare Stipend per night.
  3. After-hours Responder. Responds to emergency after-hours calls at the direction of the After-hours Administrator or After-hours Call Taker. After-hours Responder duties will be assigned a shift at a time (including night shift, weekend day shift, mandated furlough day shift or holiday day shift). Employees will not be assigned After-hours Responder duties more than twice a week or more than eight times a month. Employees assigned After-hours Responder duties on a holiday or mandated furlough day will receive a \$150 Child Welfare Stipend per shift. Employees assigned After-hours Responder duties on any other day will receive a \$75 Child Welfare Stipend per shift.

- E. The City is required by Federal law to treat exempt employees like non-exempt employees during a week in which the exempt employee takes an unpaid furlough. If an exempt employee is assigned after-hours emergency response duties during a week in which a mandated furlough is scheduled to occur, the employee shall be required to work on the mandated furlough day, and take an unpaid furlough day during another week that year in which the employee has not been assigned after-hours emergency response duties. If an exempt employee does take a furlough day during a week in which the employee has been assigned after-hours emergency response duties, the employee will be paid for all time spent performing emergency response duties in addition to the stipend provided by this rule.

#### Section 9-70 Hours of Work

##### 9-71 Standard Work Week

- A. The five (5) day forty (40) hour week shall be the standard work week for employees of the Career Service.
- B. Standard work hours shall be eight (8) hours per day, excluding the meal period. 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. When the meal period is spent predominantly for the benefit of the City, the employee shall be paid for the entire meal period. (Effective October 10, 2008; Rules Revision Memo 32C)
- C. Appointing authorities shall be responsible for establishing daily work schedules.