

**MIDWAY SEWER DISTRICT  
RESOLUTION NO. 2024-04**

**RESOLUTION AMENDING EMPLOYEE HANDBOOK**

**Background:** The Midway Sewer District Employee Handbook establishes the basic terms and conditions of employment for Employees employed at the District.

District staff has identified a need to clarify overtime pay for extended shifts.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following Revisions to Section 404 of the Midway Sewer District Employee Handbook:

**Sec. 404 OVERTIME**

Overtime work may occur in either of the following situations:

1. Any work hours in excess of forty work hours in any workweek. A “work hour” is an hour of time actually worked by an employee. A “workweek” is defined as a period of 168 consecutive hours. Employees will be assigned to either a traditional workweek of Sunday through Saturday or to a 9/80 workweek that begins at 11:01 AM on a specified day and ends at 11:00 AM seven calendar days later.
  
2. Any non-scheduled or emergency work hours in excess of 8 consecutive hours in a twenty-four hour period beginning from the start of the employee’s regular shift or over 40 hours in a workweek. Any non-exempt employee called in to work during their off-hours shall receive a minimum of two hours overtime pay. Work hours shall be deemed consecutive provided that employee does not have at least a four hour break from performing employee’s job duties.

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, 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. Failure to work required overtime or on a revised schedule, or overtime worked without prior authorization from the supervisor, may result in Disciplinary Action (see Sec. 010).

The changes shall become effective February 28, 2024.

**Adoption:** ADOPTED at an open public meeting of the Board of Commissioners of Midway Sewer District on February 28, 2024 the following Commissioners being present and voting:

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Commissioner

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