

City of Gustavus
Policies and Procedures
Employee Payments and Earnings Policy

POLICY:

Employees of the City of Gustavus will be paid on a payment schedule and at a salary rate designed and approved by the Gustavus City Council/Mayor.

PROCEDURE:

Definition of Full-time and Part-time Employees:

A full-time employee is described as an employee working between 32-40 hours per week.

A part-time employee is described as an employee working less than 32 hours per week.

Sick Leave:

Every full-time City employee will qualify for sick leave, to be paid at the same rate of his/her salary. Sick leave will accrue at a rate of 2 hours for every 80 hours worked and will be tallied by the City Clerk (records open to the public), up to one (1) week per year. There will be a cap on the amount of sick leave an employee can accumulate.

Annual Leave:

Every full-time City employee will qualify for annual leave to be paid at the same rate of his/her salary. Annual leave pay will accrue at a rate of 2 hours for every 80 hours worked, and will be tallied by the City Clerk (records open to the public). Annual leave pay equal to one (1) week per year will be given after full-time employee has worked one (1) full year. After two years employment, annual leave pay equal to two (2) weeks per year will be given to full-time employees. Vacations to be planned at least two months in advance.

Pay Raises:

Annual pay raises will be given to every city employee who qualifies for a pay raise by passing his/her semi-annual and annual employee evaluation. Annual pay raises will be in increments of \$.50, \$.60 and \$.70 per hour.

Overtime:

There will be no overtime paid to City of Gustavus employees.

Signed

Mayor of the City of Gustavus

Date