

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 9.19 EMPLOYEE COMPENSATION AND PAYROLL		
	Adoption Date:	1/10/2006	Adopted by:
Revised Date:	12/10/2018 6/14/2021	Revised by:	City Council Resolution 2018-35 City Council Resolution 2021-15
Authority:	City Council		

9.19.1 **WORK SCHEDULES**

Work schedules are determined at the discretion of the department head and are subject to change with or without notice, according to the needs of the department or City. An overtime-eligible employee shall be in attendance and at work during the hours specified by the supervisor.

9.19.2 **MEAL AND REST PERIODS**

A one hour non-compensated meal period will be provided to all full-time overtime-eligible employees who work at least an eight hour work day. A 30-minute non-compensated meal period will be provided to all overtime-eligible full-time employees who work more than five hours, but less than eight hours, during the work day. Overtime-eligible employees are responsible for taking their meal period at a time designated by the supervisor.

A 15-minute compensated rest period will be provided to all overtime-eligible employees for each four-hour period of service. The rest period shall be taken at a time designated by the employee’s supervisor. Rest periods may not be combined to shorten the workday or to extend the meal period.

An overtime-eligible employee is required to seek advance permission from his or her supervisor for any foreseeable absence or deviation from regular working, break, and meal times.

9.19.3 **LACTATION BREAKS**

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. (Labor Code § 1030; 29 USC § 207(r).) Those desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. (Labor Code § 1032.) Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The City will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The City will attempt to find a location in close proximity to

the employee's work area, and the location will be other than a toilet stall. (Labor Code § 1031; 29 USC § 207(r).) Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance. Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

Any employee storing expressed milk in any authorized refrigerated area within the City shall clearly label it as such. No expressed milk shall be stored at the City beyond the employee's work day/shift.

9.19.4 NOTIFICATION OF UNFORESEEN LATE ARRIVAL OR ABSENCE

An overtime-eligible employee who is unexpectedly unable to report for work as scheduled must notify his or her immediate supervisor no later than the beginning of the employee's scheduled work time and report the expected time of arrival or absence. If the immediate supervisor is not available, the employee must notify the department head.

9.19.5 UNAUTHORIZED ABSENCE IS PROHIBITED

Arriving late to work or leaving early in connection with scheduled work times, breaks, or meal periods is prohibited, absent authorization. An overtime-eligible employee who fails to timely notify the supervisor of any absences as required by this Policy, or who is not present and ready to work during all scheduled work times, will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

9.19.6 EXCESSIVE TARDINESS/ABSENTEEISM AND ABUSE OF LEAVE

Excessive tardiness occurs when an overtime-eligible employee who, without authorization, is late to work or late to return from breaks more than three times during any 30-day period. Excessive absenteeism occurs when the number of unapproved absences for reasons that are not permitted by state or federal law, exceeds three days in any three-month period. Excessive tardiness or absenteeism may be grounds for discipline, up to and including termination.

Abuse of leave is a claim of entitlement to leave when the employee does not meet the requirements for taking the leave, and may be grounds for discipline, up to and including termination. Should the City suspect that there is an abuse of leave by an employee, the City may require that the employee submit a physician's certificate to support the absence.

9.19.7 EMPLOYEE COMPENSATION PLAN

An employee compensation plan shall be established to provide salary schedules, salary rates, salary ranges and steps, and time intervals for salary review. Each class in the classification plan

shall be assigned to a salary rate or range in the compensation plan. All persons employed by the City shall be compensated in accordance with the compensation plan then in effect.

9.19.8 RATES OF COMPENSATION

The rates of compensation for salary for all employees are in the salary resolution adopted by City Council on an annual basis.

The City Manager may provide time-limited increases to compensate an employee for time-limited extra duties, provided that such increases cannot exceed 10% of current salary for the employee and the duration of the arrangement cannot exceed 9 months.

9.19.9 ADVANCEMENT

For employees not represented by the Belvedere Peace Officers Association (“BPOA”):

- A. Appointments are normally made at the first step.
- B. An employee is eligible to advance to the next step after one year of satisfactory service and approval of the City Manager.
- C. The time frames required for advancement to higher steps within a given pay range are fixed. Advancement of more than one step within a given pay range is possible provided the department Director, City Manager or his or her designee, and City Manager approve of this advancement.
- D. Advancements are based upon acceptable work performance as evidenced in the employee performance appraisals. Advancements are recommended by the supervisor/director and approved by the City Manager at yearly intervals.
- E. An employee who is appointed at Step A within a given salary range becomes eligible for advancement:
 - To Step B after 1 year;
 - To Step C after another year;
 - To Step D after another year;
 - To Step E after another year.

It will take an employee appointed at Step A four years to advance to Step E of a given pay range.

For employees represented by the BPOA:

- A. Appointments are normally made at the first step.
- B. An employee is eligible to advance to the next step after six months of satisfactory service and approval of the City Manager. This does not however constitute successful completion of the one-year probationary requirement.
- C. The time frames required for advancement to higher steps within a given pay range are fixed. Advancement of more than one step within a given pay range is possible provided the department Director, City Manager or his or her designee, and City Manager approve

- of this advancement.
- D. Advancements are based upon acceptable work performance as evidenced in the employee performance appraisals. Advancements are recommended by the supervisor/director and approved by the City Manager at six-month intervals in the first year of employment and, at yearly intervals thereafter.
- E. An employee who is appointed at Step A within a given salary range becomes eligible for advancement:
- To Step B after 6 months;
 - To Step C after an additional 6 months;
 - To Step D after an additional 1 year;
 - To Step E after another year.
- F. An employee who is appointed at Step B will be eligible for advancement to Step “C” after 6 months.
- G. An employee who is appointed at Step “C” or “D” will be eligible for advancement to the succeeding step after 1 year.

It will take an employee appointed at Step A three years to advance to Step E of a given pay range.

9.19.10 EXEMPT EMPLOYEES

Nothing in these rules and regulations shall be construed to prevent the City Manager from making special provisions for exempt personnel by written contract.