

CLARK COUNTY HIGHWAY DEPARTMENT SPECIFIC PERSONNEL POLICIES

HOURS OF WORK / BREAKS

Hours of work will be set and altered by the Highway Commissioner. Hours of work may include, but are not limited to, a standard work schedule, modified work schedule, flex schedule or required overtime. Hours of work will be established to promote efficient operation of the department.

Each employee shall report on time and ready to commence work promptly after receiving their work assignment(s) from their immediate supervisor. Employees are required to have all personal items, such as lunch and rain gear, with them prior to the start of the workday.

Employees are to receive two fifteen (15) minute paid breaks scheduled by the supervisor at the work site. Workflow shall not stop and employees shall not leave the job site for breaks. One break is to be scheduled approximately between 11:30am and 12:30pm at mid-point of the work day for lunch.

Fulltime employees shall fulfill the standard work day with either time worked or benefit time, unless prior approved for a leave of absence or flex time.

All leave of absences and flex time shall be prior approved by the Commissioner.

All observed holidays are paid at eight (8) hours. Employees must use two (2) hours benefit time during a standard scheduled 10 hour work day.

Benefit time and holiday pay used during the standard work schedule is considered time worked for overtime and comp time calculations.

OVERTIME

Employees must maintain the ability to work required overtime. Employees may be excused from required overtime for emergencies, hardship or approved leave.

Employees shall maintain the ability to communicate by phone with supervisors within a reasonable amount of time when contacted outside of standard work hours.

Employees called into work outside of the standard work schedule will receive a minimum of two (2) hours overtime pay.

Requiring an employee to report to work earlier than the standard start time, consecutive to the work day, is considered a modified work schedule and eligible for overtime but not necessary the minimum of two (2) hours. (Example: called or instructed to report one hour before scheduled start time).

Fulltime non-exempt employees eligible to receive overtime pay shall be paid at a rate of time and one-half (1½) pay for all time worked in excess of the standard work day (8 hours or 10 hours), unless prior approved for comp time or flex time.

LTE employees shall receive overtime rate of time and one-half (1½) pay for all time worked in excess of forty (40) hours per week.

COMPENSATORY TIME (COMP TIME)

Comp time shall be approved by the Commissioner.

Comp time shall follow the Administrative Compensation Policy.

Benefit time and holidays are considered time worked.

INCENTIVE PAY

Employees approved to work in a task which is approved for an incentive pay shall be paid for only actual time worked performing such approved task, rounded to the nearest ¼ hour.

STH 29 Winter Maintainece Operation Incentive: Incentive Pay of \$2.00 per hour shall apply to employee's operating a CDL qualified plow truck performing Winter Maintainece activities on four lane divided highway portions of STH 29.

Heavy Equipment: Incentive Pay of \$2.00 per hour shall apply to only the following heavy equipment: bulldozer, grader, excavator, paver, screed and compactor over 10,000#.

Assignment of task to employees which qualify for Incentive Pay will be made for the efficient operation of the Department, to provide additional training opportunities to employees and to provide an incentive to complete certain tasks.

TIME AND EQUIPMENT RECORDS

Employees that are required shall 'punch' or 'clock in' themselves. When an employee 'punches in' they are verifying that they have a valid CDL and/or are also not impaired.

Employees are required to complete daily electronic time and equipment records.

Employees shall record daily time, labor and equipment accurately. Inaccurate entry will be returned to the employee for correction.

Employees are required to complete material records accurately and assure they are submitted.

Employees are required to report to their supervisor and complete a form for known needed mechanical repairs on trucks / equipment and damaged or lost tools or equipment.

Operations Manager will coordinate the weekly work plan. A one-week advanced draft plan should be developed and kept current to optimize work crew scheduling.

PPE, UNIFORMS AND TOOLS

Employees are required to use appropriate PPE determined by the supervisor at the work site.

Highway Department will provide tools for mechanics and operators. Employees shall be responsible for proper use and inventory of tools. Personally owned tools shall not be brought into work. County owned tools shall only be used for County business.

The Highway Department may choose to provide employees uniforms.. Uniforms may be terminated, at any time, as decided by the Highway Department. If uniforms are provided employees are expected to wear the uniform.

GENERAL DEPARTMENT POLICIES

Excessive or inappropriate use of personnel cell phones during the paid work day is prohibited. Infrequent personal calls dealing with time sensitive matters are excusable. These type of calls shall be conducted out of the immediate work area in a safe setting. Social media during the paid work day is not allowed.

Candidates offered employment for operator and laborer positions will be required to pass a pre-employment drug and alcohol test before being accepted into that position.

Employees which are hired as a Class B CDL Operator and obtain a Class A CDL will be advanced in pay per the Administrative Compensation Policy. The General Wage Rate Change will be placed on the next available Highway Committee Agenda and then forwarded to the Department of Finance and Personnel to initiate employee movement. The effective date will be on the first day of the next full pay period following approval.

Employees are required to treat each other with respect regardless of position held within the department. Degrading, bullying, harassment actions or language will result in termination.

Employees shall use proper communication chain for operational situations and complaints.

Under special and infrequent circumstances employees may be allowed to leave work on PTO to serve on community EMS volunteer service if the following conditions are met:

- Employees shall receive verbal permission from management
- Employees shall not leave a field work site
- Employees shall be assigned to a nonessential task
- Employees shall only leave from their daily reporting location after punching out.

Approved by Highway Committee Date: 12/20/2023

Approved by Personnel Committee Date: 12/18/2023