

**MUNICIPAL RESOLUTION NO. 2015-16**

**A MUNICIPAL RESOLUTION OF THE CITY OF DRY RIDGE, IN GRANT  
COUNTY, KENTUCKY, ADOPTING THE**

**“Personnel Policy Update to Employee Overtime Provision”**

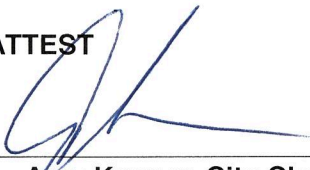
**WHEREAS**, the City of Dry Ridge, Grant County, Kentucky, is a Kentucky Municipal entity and a home rule city, acting by and through it's City Council and Mayor and having 31 Broadway, Dry Ridge, Kentucky 41035, as its seat of government from which it engages in activities governmental; and

**WHEREAS**, the Mayor and Members of the Dry Ridge City Council did at a meeting held on August 3, 2015, find and conclude that the best interests of the city are met by modifying the city employee personnel policy provision of overtime specifically Part V, Section C, Subsection 1, Item c, to allow for overtime to be paid in accordance of state and federal wage and hour law.

**BE IT HEREBY RESOLVED**, that the following modifications to the personnel policy shall be adopted.

Read, Moved, and Approved by the City Council of the City of Dry Ridge, Kentucky, this 3rd day of August 2015.

**ATTEST**

  
\_\_\_\_\_  
**Amy Kenner, City Clerk**  
\_\_\_\_\_  
**James Wells, Mayor**

## PART V: COMPENSATION PLAN

### A. Pay Plan:

The city's pay plan shall prescribe for each class a minimum and maximum rate of pay, and employees in established positions shall be compensated at a rate no less than the minimum amount and no more than the maximum amount of the pay grade to which the class is assigned.

### B. Hours of Work:

Each employee shall work according to a schedule of hours determined by the Department Director, subject to approval of the Mayor. Any changes in scheduled work hours must be approved by the Department Director.

### C. Overtime:

1. In order to determine whether an employee will receive overtime pay for hours worked in excess of 40 hours per week, each class shall be declared "exempt" or "non-exempt" in accordance with the provisions of federal and state wage and hour laws; the designation shall be placed on each class specification:
  - a. Employees in exempt classes shall not receive overtime pay.
  - b. Employees in non-exempt classes shall receive overtime pay at the rate of one and one-half times the regular hourly wages for actual hours worked in excess of 40 hours in any workweek. However, non-exempt employees may be required to take time off during the same workweek to avoid overtime hours.
2. ~~Overtime pay will be granted for actual hours worked, except that time off with pay shall be considered as hours worked for overtime purposes.~~
3. Overtime work shall be approved in advance by the employee's Department Director whenever possible, and shall be kept at the minimum consistent with maintenance of essential services and the city's financial resources.

### D. Compensatory Time:

1. Employees in non-exempt positions:
  - a. The 2008 General Assembly enacted legislation that permits municipalities to elect to allow compensatory time for employees in non-exempt positions at the rate of one and one-half hours for each hour worked over 40 in any workweek. The City elected not to allow compensatory time in lieu of overtime pay, and to continue to pay overtime at the rate of one and one-half times the employee's regular rate of pay for all hours worked over 40 in any workweek.