

## **RE: STANDBY, CALLOUT, CALLBACK, COURT, FTO AND PERSONAL HOURS POLICY**

### **Background:**

Standby pay is a rate of pay in addition to an employee's hourly rate when they are required to be available for work upon immediate notice. For several years the standby pay rate has been \$15.00 per day (\$105.00 per week). Leadership has determined that \$15.00 per day is not a sufficient amount when requiring an employee to come in on their time off in the evening, weekends or holidays\*. The departments that are paid to be on standby each week in case of emergency is: electric, water, wastewater, street and police.

Field Training Officer (FTO) pay is a rate of pay in addition to an employee's hourly rate when they are training new officers. For several years the FTO pay rate has been \$12.00 per shift.

Personal hours are accrued on January 1 of each year for employees that have met their probation period. These hours must be used by December 31 of each year. Since December 31 falls in the middle of a pay period our payroll software will zero out any unused personal hours after December 31. This is an issue because several employees use their personal hours on December 31 and our software will zero them out before use but then use the personal hours for the new year. Human resources will then have to go in and make the correct adjustments.

### **Analysis:**

Leadership has determined that the standby rate of pay should be increased to \$30.00 per day, during the regular scheduled work week and \$60.00 per day, during the regular scheduled weekend and holidays\* (\$270.00-\$330.00 per week). This will hopefully help with the inconvenience of evenings and plans being disturbed while our employees are on standby.

\*Commissioned officers will be paid \$30.00 per day for standby time during their requested holiday time. This is due to police holidays being accrued and can be scheduled as time off any time during the calendar year. Whereas employees outside the police department must take their holidays as they fall.

Human Resources would like to change the use by date for personal hours from December 31 of each year to the payroll ending date of the second payroll in December. This will solve the problem of making adjustments and take away human

error. Hopefully by giving the employees over a year's notice of the change, since this will not be effective until 2025, they can plan accordingly.

**Recommendation:**

The majority of staff is in agreement with these changes.

**MEMO PREPARED BY:**

**Amanda Hunsucker** | Director of Human Resources  
ahunsucker@nixa.com | 417-724-5642

**RESOLUTION NO. 2024-58**

1 **A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE CITY’S**  
2 **PERSONNEL CODE BY MODIFYING POLICY 3.8 AND POLICY 7.1.5 FOR THE**  
3 **PURPOSE OF MODIFYING THE CITY’S EMPLOYMENT POLICIES REGARDING**  
4 **STANDBY, CALLOUT, CALLBACK, COURT, FIELD TRAINING OFFICER, AND**  
5 **PERSONAL HOURS.**

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7 **WHEREAS** City Charter Section 7.2 requires the Council to adopt a personnel  
8 code; and

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10 **WHEREAS** the City maintains its personnel code in a Personnel Handbook, which  
11 is modified by Resolution from time to time; and

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13 **WHEREAS** the City Council desires to modify the Personnel Handbook to modify  
14 policies related to standby, callout, callback, court, field training officer, and personal  
15 hours.

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17 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**  
18 **NIXA, AS FOLLOWS, THAT:**

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20 **SECTION 1:** The City’s Personnel Handbook is hereby amended by repealing the  
21 current Policy referenced within the Personnel Handbook as “3.8 Standby, Callout,  
22 Callback Policy” and adopting in lieu thereof a new policy which is set forth in “Resolution  
23 Exhibit A.” “Resolution Exhibit A” is attached hereto and incorporated herein by this  
24 reference as though fully set forth herein.

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26 **SECTION 2:** The City’s Personnel Handbook is hereby amended by repealing the  
27 current Policy referenced within the Personnel Handbook as “7.1.5 Personal Hours” and  
28 adopting in lieu thereof a new policy which is set forth in “Resolution Exhibit B.”  
29 “Resolution Exhibit B” is attached hereto and incorporated herein by this reference as  
30 though fully set forth herein.

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32 **SECTION 3:** This Resolution shall be in full force and effect on January 1, 2025,  
33 subject to the provisions of section 3.11(g) of the City Charter.

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**RESOLUTION NO. 2024-58**

47 **ADOPTED BY THE COUNCIL THIS 12<sup>th</sup> DAY OF NOVEMBER 2024.**

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ATTEST:

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\_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
CITY CLERK

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55 **APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF NOVEMBER 2024.**

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ATTEST:

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\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

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63 APPROVED AS TO FORM:

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\_\_\_\_\_  
CITY ATTORNEY

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(Explanation: Language in bold-face type (e.g., **thus**) is language to be added. Language in bold-faced brackets (e.g., **[thus]**) is not enacted and is intended to be omitted or deleted.):

### 3.8 Standby, Callout, Callback, **Court, and FTO** Policy.

#### 3.8.1 Standby and Callout Policy.

The City of Nixa will compensation standby personnel, not compensated within their regular hourly rate, at a flat rate of ~~[\$105/week or \$15]~~ **\$30/day on regularly scheduled workdays and \$60/day on regularly scheduled weekends and holidays\***.

**\*Commissioned officers will be paid \$30/day for standby time during their requested holiday time. This is due to police holidays being accrued and can be scheduled as time off any time during the calendar year. Whereas employees outside the police department must take their holidays as they fall.**

If called out during the regular work week, standby personnel shall receive a minimum of two (2) hours at their ~~[regular hourly]~~ **overtime** rate ~~[These hours will be paid as overtime].~~

If called out on the weekend **or holiday\***, standby personnel shall receive a minimum of three (3) hours at their ~~[regular hourly]~~ **overtime** rate ~~[These hours will be paid as overtime].~~

~~[If a call-out occurs on a City prescribed holiday, the standby personnel shall receive compensation as suggested for a weekend standby schedule. These hours will be paid as overtime.]~~

**\*Commissioned officers will be paid two (2) hours of at their overtime rate if called out during their requested holiday time. This is due to police holidays being accrued and can be scheduled as time off any time during the calendar year. Whereas employees outside the police department must take their holidays as they fall.**

Standby personnel receiving another call-out within the same call-out period already compensated for shall only receive compensation for the amount of time it took to complete the service at the City's overtime rate.

\*Electric lineworkers are required to live within 30 minutes of the City of Nixa Public Works building located at 1111 Kathryn St. for the purpose of getting power outages corrected in a timely manner.

#### 3.8.2 Callback Policy

If an employee (other than standby personnel) is called back to work during his/her off duty hours without advance notice, the employee shall receive a minimum of two (2) hours at their ~~[regular hourly]~~ **overtime** rate ~~[These hours will be paid as overtime]~~.

#### **3.8.4 Field Training Officer (FTO)**

**Police personnel who have been designated as Field Training Officers shall be compensated at the rate of \$25.00 per day for each day they supervise and train a police recruit in the field. Field training pay only applies to field supervision and does not include teaching police recruits during classroom instruction. If for some reason a police recruit is trained by more than one Field Training Officer on a particular day, the Field Training Officer who trained the police recruit the majority of the day shall be entitled to claim Field Training pay for that day.**

(Explanation: Language in bold-face type (e.g., **thus**) is language to be added. Language in bold-faced brackets (e.g., **[thus]**) is not enacted and is intended to be omitted or deleted.):

#### 7.1.5 Personal Hours

Personal Day(s) accrued as follows to be taken at any time approved by supervisor:

3 months to 15 years                      1 day each year

One additional day for each 5 years of service thereafter

New employees will accrue eight (8) Personal Hours from their date of hire and will be eligible to take the Personal Hours (in .25 hour increments) upon successful completion of the 90-day introductory period.

Commissioned Officers:

In lieu of the City of Nixa Personal Hours policy commissioned officers will accrue personal hours based on their assigned shift length of 12-hours, 10-hours, or 08-hours.

Personal Hours accrued as follows to be taken at any time approved by a supervisor:

3 months to 15 years

12-hours shift - 12 hours each year (1 day)

10-hours shift - 10 hours each year (1 day)

08-hours shift - 08 hours each year (1 day)

One additional day at 15 years and for every 5 years of service thereafter based on their assigned shift length.

New employees will accrue 1 Day of Personal Time based on their assigned shift length from their date of hire and will be eligible to take the Personal Time (in 0.25 hour increments) upon successful completion of the 90-day introductory period.

Personal hours must be used **by the end of the second pay period in December [31]** of the year in which they are accrued. Personal hours cannot be rolled over to the following year, they are “use it or lose it”.