

## Chapter 117

### PERSONNEL

#### **Section 117.010. Full Time City Employees.** [Ord. No. 00-10 §1, 5-8-2000]

- A. The Wellington Board of Aldermen has adopted the following schedule and rules for full time City employees, effective July 1, 1999.
- B. Twelve thousand dollars (\$12,000.00) a year base pay. This includes the following:
  - 1. Seven (7) paid holidays per calendar year (set out in Subsection (L) of this Section).
  - 2. After one (1) year employment, employee will receive one (1) week vacation.
  - 3. After two (2) years or more of employment, employee will receive two (2) weeks vacation annually.
  - 4. Five (5) sick days per calendar year.
- C. This salary is based on a forty (40) hour work week. Anything to exceed forty (40) hours will be taken as comp time. Comp time will be used within thirty (30) days or forfeited unless otherwise approved by the Mayor and Board of Aldermen.
- D. Vacation and sick leave time may not be accumulated; they must be used by the end of the calendar year.
- E. The Mayor of Wellington will oversee all City employees.
- F. Full time personnel will be responsible for completing job assignment sheets and time sheets for themselves and any part-time employees. Job assignment and time sheets will be reviewed weekly by the Mayor.
- G. Paychecks will be issued twice monthly (twenty-four (24) pay periods annually). Paydays will be the fifteenth (15th) and the last day of the month. If a payday falls on a holiday or weekend, checks will be issued the Friday before.
- H. Paychecks may be picked up at the City Hall between the hours of 1:00 P.M. and 4:00 P.M.
- I. No alcohol is permitted on the City property or to be used during work hours. The Board of Aldermen has the authority to bring disciplinary action against any violation of this rule.
- J. Random drug testing will be conducted for all City employees.
- K. Thirty (30) days' notice is appreciated before terminating employment with the City of Wellington.

L. Paid holidays are as follows:

1. Good Friday
2. Memorial Day
3. July four (4)
4. Labor Day
5. Thanksgiving
6. Christmas
7. New Year's Day

**Section 117.020. Part Time City Employees.** [Ord. No. 00-10 §1, 5-8-2000]

- A. The Wellington Board of Aldermen has adopted the following schedule and rules for part time City employees, effective July 1, 1999.
- B. Hourly pay of six dollars and fifty cents (\$6.50).
- C. The Mayor of Wellington will oversee all City employees.
- D. Part time employees will report to full time employees for job instructions.
- E. Full time personnel will be responsible for completing job assignment sheets and time sheets for themselves and any part time employees. Job assignment and time sheets will be reviewed weekly by the Mayor.
- F. Paychecks will be issued twice monthly (twenty-four (24) pay periods annually). Paydays will be the fifteenth (15th) and the last day of the month. If a payday falls on a holiday or weekend, checks will be issued the Friday before.
- G. Paychecks may be picked up at the City Hall between the hours of 1:00 P.M. and 4:00 P.M.
- H. No alcohol is permitted on the City property or to be used during work hours. The Board of Aldermen has the authority to bring disciplinary action against any violation of this rule.
- I. Random drug testing will be conducted for all City employees.