



## Clay Township Regional Waste District

www.ctrwd.org Phone (317) 844-9200 Fax (317) 844-9203

### PERSONNEL & BENEFITS COMMITTEE MEETING

Monday, April 24, 2017 @ 7:30 A.M.  
10701 N. College Ave, Suite A, Indianapolis, IN 46280

#### AGENDA

1. Public Comment
2. Safety Update
3. Emergency Callout Compensation
4. 37.5 Hour Work Week
5. Staffing Needs
6. Other Business

Next Meeting: May 22, 2017 @ 7:30 A.M.



## MEMORANDUM

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**To:** P&B Committee  
**From:** Loren Prange  
**Date:** April 18, 2017  
**Subject:** Safety Update

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The District has had no reportable injuries and has gone 2,618 days, over seven years, without a lost time accident.

There following safety tailgate sessions were held:

03/28/17 Safety tips for employees working remotely or alone  
04/04/17 Quick equipment checks  
04/11/17 How to conduct safety tailboard

Monthly safety inspections were completed on plant buildings and vehicles.

Ergonomics Awareness, Hearing Conservation and Personal Protective Equipment (PPE) training was provided to the Plant, Field and Engineering Staff. This class material on Ergonomics ranged from how to sit properly at your work station to how to properly stretch before any strenuous activity.

The Collection Staff evaluated the response to the 96<sup>th</sup> Street FM leak and discussed the benefits of having the emergency response trailer loaded and on site. It was determined that reflective temporary traffic control signs for night work should be purchased.

Safety Resources completed the annual third party safety audit this month. Staff is awaiting the annual IWEA safety inspection.



## MEMORANDUM

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**To: P&B Committee**

**From: Andrew Williams**

**Date: April 18, 2017**

**Subject: Emergency Call-out Compensation**

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At the March P&B Committee meeting, a change to the handbook was discussed regarding time and a half compensation for emergency call-outs. The Committee requested additional information regarding the financial implications of such a change.

Over the last two years, we have had two events that resulted in emergency call-outs that would have been covered by the emergency call-out compensation as proposed below. The event in March on 96<sup>th</sup> Street would have resulted in the additional cost to the District of approximately \$850. And an evening event in 2016 would have cost approximately \$100.

In these situations where the District has experienced emergency response conditions requiring employees to work through the night to correct major equipment failures, the employee may have been awake for 24 or more hours straight. If the employee leaves work the next day to sleep, the hours worked in response to the emergency have often been paid at straight time since they will not have worked more than 40 hours in the week.

Subsection K of Section II. General Information of the Employee Handbook states:

K. Overtime - For purposes of overtime compensation, non-exempt employees who work more than 40 hours during a work week will be paid overtime at one and one-half times the regular hourly rate of pay. Paid days off such as holidays and paid time off are not considered hours worked for purposes of computing overtime. Supervisors may schedule overtime when it is deemed necessary. An employee may not work over his or her scheduled hours without the prior approval of his or her supervisor. Hours worked on a holiday will be paid at double the regular hourly rate of pay.

**I request that the P&B Committee consider recommending the following addition to the handbook:**

*Notwithstanding the paragraph above, the following time shall always be compensated at the overtime (time and one-half) rate.*

- *All hours worked on an emergency call-out basis, if: a) the assignment commences outside the employee's regularly scheduled work hours b) there is*

*no prior notification of the assignment; and c) the employee does not have the option of declining the assignment. If the call-out assignment continues into the employee's regularly scheduled work hours, the employee shall revert to his regular rate of pay during the regularly scheduled hours.*

- *All hours that are an extension of the employee's work day, if the work is unscheduled, of an emergency nature and cannot reasonably be delayed until the next scheduled shift. Emergencies will generally involve threats to public health and safety and/or major equipment failures that impact operational capabilities.*
- *Phone calls handled from home or from another off-site location will be considered work time, but will not automatically qualify for the time-and-one-half rate.*



## MEMORANDUM

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**To:** P&B Committee  
**From:** Andrew Williams  
**Date:** April 18, 2017  
**Subject:** 37.5 Hour Work Week

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The District has always considered 37.5 hours per week to be full-time. Hours worked up to 40 hours per week are paid at straight-time, except for holidays. The suggestion has been made to consider anything over 37.5 hours to be considered overtime and paid at 1½ times the hourly rate.

Below is the section of the Employee Handbook covering overtime and complies with the FLSA.

### *K. Overtime*

*For purposes of overtime compensation, non-exempt employees who work more than 40 hours during a work week will be paid overtime at one and one-half times the regular hourly rate of pay. Paid days off such as holidays and paid time off are not considered hours worked for purposes of computing overtime. Supervisors may schedule overtime when it is deemed necessary. An employee may not work over his or her scheduled hours without the prior approval of his or her supervisor. Hours worked on a holiday will be paid at double the regular hourly rate of pay.*

The 2.5 hours between 37.5 and 40 hours is called OT Regular. The District typically has about 25 hours of OT Regular time per week. Most of these hours are worked by the plant and collection staff since the collection staff has one employee on-call each week and the plant always has someone working 6 to 8 hours in the lab each weekend. The District pays approximately \$30,000 per year in OT Regular pay. If the District implemented 1½ pay for hours between 37.5 and 40, the cost would be approximately \$15,000 per year in wages, \$1,500 in retirement and \$1,115 in FICA.