

- (1) Directing the work of its employees.
- (2) Establishing policies.
- (3) Hiring, promoting, demoting, transferring, assigning, suspending or discharging its employees in accordance with applicable policy and law.
- (4) Maintaining the efficiency of public operations.

SECTION 2-45 - Rules and Regulations Applicable to Employees

a. Coverage

(1) Exempt Employees:

Certain groups of employees of this city shall be excluded from this personnel policy because they are governed by separate policies and/or their realm of employment would tend to generate too many exceptions to the general personnel policy. Nonetheless, the fact that these groups have been excluded from this statement of policy does not preclude them from like or similar benefits and conditions of employment. These employees shall include:

- a. All Sworn Policemen
- b. All Sworn Firemen
- c. City of Lebanon Utilities
- d. All Elected Officials
- e. Major Department Heads

b. Classification of Employees

(1) Full-time Employees:

Any municipal employee working more than thirty-two (32) hours per week and for a period more than sixteen (16) weeks continuously will be considered full time employees of the City of Lebanon and will receive all benefits so listed.

(2) Part-time Employees:

Any municipal employee working thirty-two (32) hours or less for a period more than sixteen (16) weeks will be considered part-time employees and will receive the benefits so listed.

(3) Seasonal Employees:

Any municipal employee working less than sixteen (16) weeks will be considered a seasonal employee, and will receive the benefits so listed.

c. Hours of Work

The hours of work shall be designated by the different department heads.

(1) Breaks:

A break shall be allowed each municipal employee in each one-half ( $\frac{1}{2}$ ) shift. These are generally not to exceed fifteen minutes, and timing will be at the discretion of the supervisor.

(2) Lunch:

A sixty (60) minute lunch break shall be allowed each municipal employee working a normal day's shift. This break shall fall approximately during the middle of each employee's shift. In those positions where an employee is unable to take a scheduled lunch break, special arrangements will be made by the department head to ensure that the employee will have an opportunity to eat lunch.

(3) Overtime:

It shall be the policy of the city of Lebanon to consider any work over forty (40) hours per week, to be overtime and shall be compensated according to the City's Overtime Policy as follows: . . .

(4) Compensatory time

Any employee working over forty (40) hours per week may choose compensatory leave at a rate of 1 to 1 as compensation for working overtime (ie. . . each overtime hour worked will be compensated by one hour off with pay.) All scheduling of comp time must be approved by the supervisor.

SECTION 2-46 - Holidays, Vacation Leave and Sick Leave

a. Holidays:

(1) Generally, the following holidays shall be observed in the City of Lebanon.

New Years Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington Birthday	Veteran's Day
Good Friday	Thanksgiving Day and Day Following
Memorial Day	Christmas Day
Independence Day	Election Days

(2) Due to the nature of the work required in some departments holidays may vary. If any regular employee is required to work or render service on a holiday recognized by the city, they will be compensated according to the City's Overtime Policy.