

# **HIGHWAY DEPARTMENT ADDENDUM**

## **Lunch/Meal Period**

During summer hours; the lunch break is adjusted to be 20 minutes in duration and is a paid break.

Early Snow Plow Break: Employees who get called in for snow plowing/removal and are expected to report to work prior to 5:00 a.m. will be allowed to take a 30 minute break. Employees are expected to complete one cycle through their sections prior to this meal break. Nonetheless, after one cycle through the section, the employee may take this meal break after calling the office over the radio, unless management reasonably objects.

This early snow plow break is in lieu of the fifteen (15) minute morning break. Highway Management may determine that an additional morning break of ten (10) minutes may be appropriate.

## **Normal Work Hours:**

Iowa County Highway Department, normal work hours shall be established as 6:00 a.m. to 4:00 p.m. Monday through Friday. Employees shall receive their regular rate of pay for all hours worked within the Normal Work Hours established. The Department may fluctuate its' normal starting time within those timeframes without incurring shift differential pay. If the Department sets hours of work outside of these timeframes, employees shall receive a shift differential pay rate for all hours worked, pursuant to the Shift Differential policy.

## **Observed Holidays:**

A non-exempt Highway Department employee, who is required to work on a day recognized as one of the nine (9) Observed Holidays on the annual County Observed Holiday calendar for management and non-represented employees; shall receive a shift differential pay for all hours worked, pursuant to the Shift Differential policy.

## **On Call/Call Back Pay:**

A non-exempt Highway Department employee who is required to respond to a call for assistance during hours other than Normal Work Hours will receive a minimum of two (2) hours of pay regardless of the amount of time worked in responding to that request for assistance. Additional working hours accumulated will be paid at the employee's rate of pay; subject to the Shift Differential policy, until the requirement for overtime pay is met.

**Shift Differential Pay:**

A non-exempt Highway Department employee, who is required to work hours other than those within the Normal Work Hours, will receive a shift differential rate of pay. The shift differential rate of pay shall be established as 1 and ½ times the normal regular rate of pay for the position held. Highway Department office/administration staff is excluded from the shift differential policy.

**Tardiness:**

Arriving on the job at the time you are scheduled to work is both a courtesy and an obligation owed to the County, co-workers and the public we service. Iowa County Highway Department expects that all employees will arrive to work on time. All tardiness will be considered unexcused. Employees are expected to notify managers immediately of their tardiness.

Iowa County Highway Department employees who violate this policy may be subject to disciplinary action including up to termination.

In events that are unforeseen, Iowa County Highway Management may grant an excused tardiness.

**Tool Requirement:**

Shop Operations Lead and Mechanics are required to provide, maintain and be responsible for a set of personal tools and equipment for the performance of basic mechanical duties and repairs.

Please see Department for list of required tools.

Iowa County provides insurance on the tools for emergency disasters, such as a fire, that occur on Iowa County property.