

ORDINANCE NO. 1002

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID
MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO
PROVIDE AMENDMENTS RELATING TO STANDARD WORK WEEK OF SALARIED
EMPLOYEE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF
MACKINAW:

SECTION 1: §33.15 of the Village Code of the Village of Mackinaw is hereby amended by
adding section (F)

§33.15 WORKING HOURS AND OVERTIME.

- (A) For the purpose of this section, the following definitions shall apply
unless the context clearly indicates or requires a different meaning.

OVERTIME. Time actually worked beyond an employee's standard working hours.

SCHEDULING SUPERVISOR. The individual responsible for establishing, creating and/or
approving the work schedule of certain employee or employees.

- (B) The standard working hours for full time employees shall be 40 hours per seven-day work
period. An employee's work period shall begin as designated by the employee's scheduling
supervisor on a Monday morning at 12:01 a.m.
- (C) Any required overtime normally will be compensated by equal time off within the pay period
in which the overtime is worked. If this is not possible or practical, then overtime for hourly
waged full time employees shall be paid at the legally required rate. The Village shall not
award compensatory time in lieu of paying overtime.
- (D) An hourly waged full time employee of the Village who is called into work outside of his or
her standard working hours shall be paid for his or her actual hours worked on the call out or
two (2) hours, whichever is greater.
- (E) A hourly waged full time employee of the Village who is called into work outside of his or
her standard working hours to attend to a matter determined by his or her scheduling
supervisor to be a bona fide emergency, such as a water leak, shall be paid at a rate of one
and one half times his or her normal hourly rate for all working hours spent attending to such
emergency outside of his or her standard working hours.
- (F) The standard working hours for salaried employees shall be 80 hours per fourteen-day work
period. An employee's work period shall begin as designated by the employee's scheduling
supervisor on a Sunday morning at 12:01 a.m.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 3: This Ordinance shall take effect immediately.

SECTION 4: Ordinance No. 513 of the Village of Mackinaw, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to Ordinance No. 513 shall remain in force and effect except as modified by this Ordinance.

PASSED in due form on a roll call vote by the Board of Trustees of the Village of Mackinaw at a duly held meeting on the 12th day of April, 2021


Craig M. Friend – Village President

ATTEST:


Lisa Spencer - Village Clerk

AYES: 4
NAYS: 0
ABSENT: 3