City of Minden
P.O. Box 239, 325 N. Colorado
Minden, Nebraska 68959

phone 308.832.1820
fax 308.832.1949
www.MindenNebraska.org

The Christmas City
Minden NEBRASKA

RESOLUTION NO. 1796

Whereas, the City of Minden recognizes the importance of offering benefits to employees; and,

Whereas, the City Council of the City of Minden is desirous of making certain changes to section 6 Compensation;

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 6.02 Pay Periods of the City of Minden Personnel Manual be added to read as follow, to wit:

Section 6.02 Pay Periods
The pay periods for the City of Minden are bi-weekly; thus, employees receive twenty-six (26) paychecks per year. Time for payroll purposes, starts on Sunday at 12:00 A.M. and ends on Saturday at 11:59 P.M. City employees are usually paid on Fridays, unless a legal holiday occurs on Friday, then the payday is adjusted.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 6.04 Work Week of the City of Minden Personnel Manual be added to read as follow, to wit:

Section 6.04 Work Week
City Hall is open Monday - Friday from 8:00 a.m. to 5:00 p.m. Other departmental working schedules are established by the Department Head with some departments to be operational more than eight (8) hours a day and on Saturdays, Sundays, and holidays. The City of Minden, as a condition of employment, reserves the right to adjust work schedules to fit the needs of the organization.

During each four (4) hour work period employees are normally given a 15-minute break. Employees will be advised by their Supervisor as to where and when these breaks can be taken.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 6.06 Overtime Polices of the City of Minden Personnel Manual be added to read as follow, to wit:

Section 6.06 Overtime Policies
It is the policy of the City to minimize overtime work except when required to safeguard public health, safety, and property. The following overtime guidelines were adopted to assure full compliance with the Fair Labor Standards Act by the City:

1. All non-exempt City Employees are to be paid in a standard 7-day work cycle of 7 consecutive days starting on Sunday and will be paid one and one-half times their regular hourly rate of pay for every hour worked in the excess of 40 hours in a standard 7-day work cycle.

City of Minden
P.O. Box 239, 325 N. Colorado
Minden, Nebraska 68959

phone 308.832.1820
fax 308.832.1949
www.MindenNebraska.org

The Christmas City
Minden NEBRASKA

2. Police Officers are to be paid in a standard 14-day work cycle of 14 consecutive days starting on Sunday and will be paid one and one-half times their regular hourly rate of pay for every hour worked in the excess of 84 hours in a standard 14-day work cycle.

3. Certain employees according to the Fair Labor Standards Act are exempt and thus do not receive overtime compensation.

4. Computation of overtime hours shall only include those hours actually worked and holidays listed in Section 8.01 Holidays. Vacation, personal leave, and leave per Section 9 absences are not to be counted towards computation of overtime hours.

6. Employees working in the Water and Sanitary Sewer Departments shall receive 1 hour of regular pay for each day they are on call.

Dated this 6th day of May, 2024.

/s/ Larry Evans
Larry Evans, Mayor

ATTEST:

/s/ Abbey Jordan
Abbey Jordan, City Clerk