

Town of Milton

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ORDINANCE NO. 2013- XX

AN ORDINANCE TO AMEND CHAPTER 26 OF THE TOWN CODE REGARDING ATTENDANCE POLICY AND HOURS OF WORK.

WHEREAS, the Charter of the Town of Milton vests power in the Town Council to provide for and preserve the health, peace, safety, cleanliness, ornament, good order and public welfare of the Town and its inhabitants; and

WHEREAS, the Charter of the Town of Milton directs the Town Council to hire a Town Manager who shall have duties which include serving as Personnel Officer with the responsibility to establish procedures for the coordination of departmental activities as well as the responsibility to present policy needs to the Mayor and Council with recommendations for action in writing; and

WHEREAS, the Personnel Committee has reviewed the same and found favor with the recommendations of the Town Manager with regard to changes in the Personnel Policy regarding the Attendance Policy and Hours of Work;

NOW THEREFORE, BE IT HEREBY ENACTED AND ORDAINED, by the Town Council of the Town of Milton, a majority thereof concurring in Council duly met, that Chapter 26, Article III, of the Milton Town Code be and hereby is amended as follows:

§ 26-16. Attendance Policy and Hours of Work.

B. The Personnel Officer may assign certain position classifications or work schedules, which differ from that considered to be standard for the remainder of the employees.

To be deleted with the following substituted:

B. The Town Manager is responsible for the fulfillment of policy and budgetary priorities established by the Mayor and Council. The Personnel Officer, through department supervisors and authorized designees, shall schedule employee assets in the most efficient and effective manner required to fulfill the established policy and budgetary priorities.

C. The standard work schedules are as follows, upon approval of Council of the position classification plan and pay schedule set forth in § [26-4](#) and [26-5](#):

(1) Administrative Department, consisting of the Town Clerk and clerical personnel will work from 8:30 a.m. to 5:00 p.m. five days per week (Monday through Friday); and from 9:00 a.m. to 12:00 p.m. annually on the last two Saturdays of January.

(2) The Police Department shall work a twenty-four-hour schedule. It is contemplated that the citizens of Milton will have police protection seven days a week, 24 hours a day as long as manpower will allow all shifts to be covered. The use of overlapping shifts will be allowed. The particular shift(s) on which an employee will work shall be determined by the Chief of Police. The Chief of Police has

control over the use of his manpower to insure that twenty-four-hour coverage is obtainable. In the event that this is not obtainable, the best possible protection shall be put in place by the Chief.

[Amended 3-3-1997]

(3) The Maintenance Department shall work 7:30 a.m. to 4:30 p.m. (in cold weather season) and 8:00 a.m. to 5:00 p.m. (in warm weather season), five days per week (Monday through Friday). Because of the sensitive nature and necessity of periodic monitoring of certain water and sewer treatment equipment, it is contemplated that the Chief of Maintenance Department or his duly qualified subordinate may be required to work on a Saturday, Sunday or a portion thereof, subject to the provisions pertaining to paid overtime and compensatory time in § 26-17.

(4) The position of Building Inspector shall be considered as a part-time employee and such person will work 24 hours per week unless authorized by the Town Clerk, Mayor or Personnel Officer.

[Amended 3-3-1997]

To be deleted with the following substituted:

C. The standard work schedules of the departments of the Town of Milton are as follows:

- (1) Administrative Offices shall be open for business from 8:30 am until 5:00 pm, from Monday through Friday; and from 9:00 am until noon on the last two Saturdays of January, for the purpose of voter registration. The particular shift(s) on which an Administrative Department employee will work shall be determined by the Town Manager, or the Town Manager's designee.
- (2) The Police Department shall cover a twenty-four hour schedule. The particular shift(s) on which a Police Department employee will work shall be determined by the Chief of Police, or a designee of the Chief of Police – with the approval of the Mayor.
- (3) The Public Works Department shall be open for business from 7:30 am until 4 pm, from Monday through Friday. The Public Works Director shall schedule employees in a manner that provides for the monitoring and maintenance of water utilities, town-owned buildings, streets and parks 365 days per year, as required. The particular shift(s) on which a Public Works Department employee will work shall be determined by the Public Works Director, or a designee of the Public Works Director – with the approval of the Town Manager.
- (4) The Building and Code Department offices shall be open for business from 8:30 am until 5pm, from Monday through Friday and as required for the proper administration of duties. The particular shift(s) on which a Building and Code Department employee will work shall be determined by the Project Coordinator, or a designee of the Project Coordinator – with the approval of the Town Manager.

SYNOPSIS

This Ordinance amends the Milton Town Code to provide greater scheduling flexibility to Department Supervisors. It is contemplated that payroll expenses may be better controlled and that core hours of department operations remain unchanged.

I, MARION JONES, Mayor of the Town of Milton, hereby certify that the foregoing is a true and correct copy of the ordinance adopted by the Town Council of the Town of Milton at its meeting held on the XX day of XXXX, 2013, at which a quorum was present and voting throughout and that the same is still in full force and effect.

MAYOR MARION JONES