

COMMITTEE OF THE WHOLE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Tuesday, February 17, 2026 at 6:00 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - a. Monday/Tuesday Meeting Structure.
 - b. Continuation of OBBBA Requirements and Pay Practices.
3. Adjourn.

NOTICES

Committee of the Whole – Notice is hereby given this is a public meeting of the Committee of the Whole. As such, all members or a majority of the City's Standing Committees will likely be in attendance. While members of the Common Council or any Standing Committees may participate in discussions, only the Committee of the Whole will take formal action.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

Department

To: Committee of the Whole
 From: Tim Greenwood, City Attorney
 Date: February 17, 2026
 Re: Monday/Tuesday Meeting Structure

Background information:

The City's current meeting structure uses Standing Committees (as described at Ordinance 2.12), which are the Board of Public Works, Finance and Personnel Committee, Health and Recreation Committee, Legislative Committee, and Public Protection and Safety Committee. These Standing Committees meet on Monday evenings at 6p.m. and are followed the next day, Tuesday, by a Common Council meeting at 7:00pm. All voting members of these committees are common council members, and most Standing Committee actions are ultimately advisory to the full council. As a result, items considered by Standing Committees on Monday are routinely considered and approved again by the same elected officials at the Council meeting the next night.

This structure produces several challenges. First, it results in duplicative procedures and redundancies. Department staff must prepare and present the same information twice in consecutive nights, and Council members deliberate and vote twice on the same matters. Additionally, if there is a proposed change that two Standing Committees have jurisdiction over, it should then go before both (each with their own Common council membership) before being forwarded on to the entire Council for action

Second, the need to adjourn one meeting and convene the next creates inefficiency and adds administrative complexity without substantial benefits. This also increases recordkeeping burdens, as each Standing Committee requires its own separately maintained agenda and set of minutes.

Third, maintaining multiple small committees increases the potential for quorum issues. Because several alders serve on two or more Standing Committees, absences can more easily prevent a quorum and delay or prevent committee action.

Fourth, restructuring may allow for more consistent and equitable consideration of issues. Since all voting members of all Standing Committees are also Common Council members, all alders will ultimately participate in discussion and decision-making. Allowing all alders to engage earlier in the process would reduce the need to reopen and re-debate items on Tuesday that were already discussed Monday.

For these reasons, there are three potential approaches the City could take:

1. **Maintain the current system** with standing committees meeting on Mondays and the Common Council meeting on Tuesdays;
2. **Revise Ordinance §2.12** to discontinue standing committees and conduct Monday meetings as a **Committee of the Whole**, allowing all matters to be reviewed by the full Council prior to formal action; or
3. **Eliminate Monday meetings and standing committees entirely**, with all discussion and action occurring at the regular Tuesday Common Council meeting.

To aid the Council's consideration of these options, the Legal Department analyzed the number of ordinance amendments required under options 2 or 3. Approximately 30 ordinances would require amendment or repeal because they either reference a Standing Committee directly or indirectly, or because they would become invalidated if Standing Committees are discontinued.

Analysis of Options:

Option 1: Maintain the Current System

Maintaining the existing structure preserves the status quo, requires no ordinance amendments, and avoids operational disruption. Elected officials and staff are familiar with the current process, and it maintains a separation between preliminary committee review and formal Council action.

Option 2: Convert Monday Meetings to a Committee of the Whole

Revising Ordinance §2.12 to discontinue Standing Committees and hold Monday meetings as a Committee of the Whole (COW) allows all alders to participate in initial discussion of each matter. This structure reduces duplication by consolidating multiple committee meetings into a single forum and ensures that the full Council is engaged early in the process, potentially shortening Tuesday meetings and preventing unnecessary revisiting of issues.

A COW format retains a two-night system, which provides scheduling continuity and preserves a space for in-depth discussion prior to formal action. It may also provide more transparency, as the public would have a clearer understanding that substantive conversation occurs at a single, full-council meeting.

This option requires ordinance amendments, but does not require as many operational changes as eliminating the Monday meeting entirely. It balances efficiency and deliberation, though it does not entirely eliminate the need for two evenings of meetings.

Option 3: Eliminate Monday Meetings and Standing Committees Entirely

Eliminating all Monday meetings and conducting all business during the Tuesday Common Council meeting maximizes efficiency. This option would remove duplicative presentations, reduce staff and alder workload, eliminate quorum issues for small committees, and streamline recordkeeping into a single meeting with one agenda and one set of minutes. It would also make the legislative process easier for the public to understand by consolidating discussion and action into a single meeting.

The primary drawback is the potential for longer Tuesday meeting agendas, especially during periods of high activity. This option also represents the most significant operational change and requires at least the same amount of ordinance amendments as Option 2. Council members and staff may require an initial adjustment period as processes and expectations shift to a single-night model. Despite these challenges, this structure offers the greatest clarity, efficiency, and simplification of the decision-making process.

Strategic Plan:

This change provides accountability of ex-officio members if voting rights are provided and transparency to the community as to whether the position has voting capacity or not.

Budget: N/A

Staff Recommended Action:

Direct staff which of the three above options the City would like to pursue or to provide additional information on the options.



MEMO

Department

To: Committee of the Whole
 From: Elisa Hodge, HR Director / Tyler Ault, Payroll Administrator
 Date: 2/17/2026
 Re: Continuation of OBBBA Requirements and Pay Practices

Background information:

Continuation of the topic and discussion brought to the Finance and Personnel Committee on February 2, 2026, by Finance Director Van Rossum.

The One Big Beautiful Bill Act (OBBBA) has requirements for all public and private employers beginning in 2026 to track and report eligible overtime wages, per the guidelines in the bill, for W-2 purposes to allow employees to claim a tax deduction on their 2026 personal income tax filing.

Key Items of note and clarification based on questions raised following the Finance & Personnel Committee meeting on February 2, 2026:

Q: Can Paycor just run reports or flag employees who have worked hours over 40, and then staff would only have to manually track time for those?

A: In the context of the bill's requirements with our current pay rules, no. The timecards/reports do not split the totals that plainly. Reports would generally be generated by pay period and not by single weeks, as would be necessary for the earnings calculations. See [Timecard Example](#) for how totals are displayed in timecards. For the second part of the question, there is a risk in keeping track from week to week for only those who do have applicable wages, and not tracking those who don't. Maintaining an external workbook with incomplete weekly data for weeks where an employee did not have overtime could pose an audit issue of verification. The Regular Rate of Pay per week is also only calculated on the payroll processing side and not in the timecards, due to the software needing to know which codes to include or exclude from the calculation. There are also some premiums that are only calculated on the payroll side and not within the timecards, leaving the timecards from reflecting all of the earnings paid.

It is also not just about the hours over 40 that are worked in a week. It is the earnings for the week and the calculation of the Regular Rate of Pay* (also referred to as Blended Overtime and FLSA Overtime).

Q: Paycor stated they are compliant with OBBBA. Why are they saying that?

A: Paycor (and other payroll/time software) can state they are legally compliant because they can manage the threshold calculations of the bill's requirements. What the software cannot do is automate calculations for the bill's requirements when the employer has pay rules that go above and beyond the bill's threshold. Examples are when a worked day is classified as overtime hours when the total workweek hours are not over 40; or when paid time off is counted towards workweek overtime, but the total working hours are not over 40, but the weekly total paid hours are over 40. These are the scenarios that cannot be automated, among other scenarios.

Q: Can separate codes be added to Paycor to track the time?

A: Codes can be added, but they are still not able to automate with the current pay rules. New codes would be based on manual calculations done and retained outside of the software, which would have to be manually added back to Paycor.

Q: Can there be a separate program, or an AI program, that could manage this for us?

A: Downloading or creating an interface with employee data and wages to run through an external software would create security risks. Anything managed outside of Paycor would still have to be added back in through interface or upload, whether being managed in Excel or another product. Anything external would still have to be able to know all of the separate pay rules for all of the separate employees and the scenarios. Again, the scenarios and complexity of pay rules are the challenge to automate.

Q: Can the pay rules stay the same and someone manually manage it?

A: The Council has the authority to decide whether the pay rules do or don't change. The proposal brought forth by Finance Director Van Rossum was to allow our software systems to manage and maintain legal requirements, to avoid external and manual processes that could result in human error or inaccurate figures. Keeping pay rules as they are will require additional hours by administration every week to manage an external process, and will require separate record retention on an Excel workbook.

Q: Can the proposed premium be increased to coincide with other pay reviews, such as pay schedule changes, milestones, or tiers based on years of service?

A: The premiums can be adjusted to increase or decrease. It isn't recommended to have different rates based on tiers because that requires maintenance at an employee level to know when to make changes and by how much, again something that cannot be automated at the employee level for a pay premium. A premium can be based on the hourly wage as a calculation, though, as long as it is applied to all in the same way. For example, working on a Saturday in DPW could be a multiplier of 1x their base rate as the value of the premium. This is similar to what could be thought of as Double Overtime, but the value of the premium would factor back into the regular rate of pay if the person worked more than 40 hours in the workweek. When it is paid as a premium, it can be automated within Paycor. This was the premise for the recommended weekend premium for DPW.

Q: Do all City departments have Call-In time or Weekend Pay, and other premiums?

A: No. Fire and Police are governed by their collective bargaining agreements and have pay rules outlined in those that differ from each other and from other departments. DPW has Call-In, Sunday OT, Crew Lead, shift premiums, etc. Departments outside of DPW, Fire, and Police do not have Call-In, shift premiums, or weekend rates.

Q: What is KU or other municipalities going to do?

A: KU and some other municipalities plan to manually track using Excel or other manual methods. What isn't known from other employers is how many pay rules they have, how complex their premiums or policies are, if they have union agreements and how many, or how many non-exempt employees they have in relation to administrative staff to manage the manual processes. Additionally, it is unclear whether these manual methods will prove too complex, if employers' manual calculations are accurate, or if they will properly manage the Regular Rate of Pay (Blended Overtime) earnings. At this time, the City has approximately 150 non-exempt employees (give or take, considering ongoing retirements and hires). The City also has 5 different sets of pay rules by groups (Fire, Police, DPW, Regular FT/PT, and Temporary/Seasonal) and one Payroll Administrator.

***Definitions:**

Regular Rate of Pay – (also known as Blended Rate of Pay or FLSA Overtime) The regular rate of pay is the total compensation an employee earns for a workweek (including salary, hourly pay, non-discretionary bonuses, and commissions) divided by the total hours actually worked. The formula to compute the regular rate is:

Total compensation in the workweek (except for statutory exclusions) ÷ Total hours worked in the workweek = Regular Rate for the workweek

Workweek – A workweek is a period of 7 consecutive 24-hour periods. City of Kaukauna's workweek is Thursday midnight – Wednesday 11:59 pm. (Fire and Police employees covered under CBA and other rules in the FLSA, have a different definition)

Timecard Example:

Allocation	Reg		CallIn Pay		OT		Vac		Total Hours	Total Hours Amt
	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay		
5510153301 - Street Maintenance, Work, Street - Street, Laborer - Laborer, Street Maintain - Street Maintenance, Regular - Regular	42.7500	1528.31			3.2500	174.28			46.0000	1702.59
5510153301 - Street Maintenance, Work, Street - Street, Grader Operator - Grader Operator, Snow and Ice - Snow and Ice, CallIn - CallIn	3.2500	116.19	2.0000	71.50					5.2500	187.69
5510153301 - Street Maintenance, Work, Street - Street, Grader Operator - Grader Operator, Street Maintain - Street Maintenance, Regular - Regular	17.0000	607.75							17.0000	607.75
5510153301 - Street Maintenance, Work, Street - Street, Auto Garbage - Automated Garbage Truck Driver, Refuse Collect - Refuse Collection, Regular - Regular	15.0000	536.25							15.0000	536.25
5510153301 - Street Maintenance, Street - Street, Grader Operator - Grader Operator, Street Maintain - Street Maintenance, Regular - Regular							2.0000	71.50	2.0000	71.50
Total	78.0000	2788.50	2.0000	71.50	3.2500	174.28	2.0000	71.50	85.2500	3105.78

Strategic Plan:

The proposed action supports the City's Strategic Plan goals related to good governance, operational excellence, fiscal responsibility, and organizational sustainability by promoting consistent employment practices, reducing compliance risk, and relying on efficient system-based controls rather than manual processes.

Budget:

The proposed changes can be implemented within existing payroll systems and departmental payroll budgets. Absent these changes, the City would incur additional administrative costs related to manual tracking, corrective payroll processing, amended W-2 filings, and potential professional services. The proposal mitigates those risks and avoids long-term pressure to add staffing solely to manage compliance.

Staff Recommended Action:

The Committee supports the proposed citywide pay practice updates outlined in the Background section to ensure OBBBA compliance, consistent application of FLSA standards by forwarding it on to the council for consideration.

Employee A Real Example 1:

This example shows the proposed change of removing non-worked hours from counting towards overtime.

Employee A has a regular hourly rate of \$33.99. Employee A has a total of 40.50 hours on their timecard. Of these hours, 35.50 hours were physically worked and 5 hours of sick time. They also received 35.50 hours of crew lead premium and had a call-in on Monday.

Our proposed change results in a weekly pay difference of **(\$8.49)**.

Table A.1

Day	Hours	Current:		Proposed:	
		Type	Amount	Type	Amount
Thu	5.5 hours worked with crew lead, 3 hours sick	Reg	\$1,189.65	Reg	\$1,206.65
Fri	4 hours worked with crew lead, 2 hours sick	OT 1.5x	\$25.49		
Sat	0	Sick	\$169.95	Sick	\$169.95
Sun	0	Crew Lead	\$35.50	Crew Lead	\$35.50
Mon	9 hours worked with crew lead, called in	Call In	\$67.98	Call In	\$67.98
Tue	8.5 hours worked with crew lead				
Wed	8.5 hours worked with crew lead				
		Total	\$1,488.57	Total	\$1,480.08
		Difference			(\$8.49)

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee A Real Example 2:

This example shows the proposed change of removing non-worked hours from counting towards overtime.

Employee A has a regular hourly rate of \$33.99. Employee A has a total of 41.75 hours on their timecard. Of these hours, 33.25 hours were physically worked and 8.5 hours were vacation time. They also received 33.25 hours of crew lead premium and had a 0.75 hour shift premium on Tuesday.

Our proposed change results in a weekly pay difference of **(\$29.74)**.

Table A.2

Day	Hours	Current:		Proposed:	
		Type	Amount	Type	Amount
Thu	8.5 hours worked with crew lead	Reg	\$1,070.69	Reg	\$1,130.17
Fri	6 hours worked with crew lead	OT 1.5x	\$89.22		
Sat	0	Vacation	\$288.92	Vacation	\$288.92
Sun	0	Crew Lead	\$33.25	Crew Lead	\$33.25
Mon	8.5 Vacation	Shift Prem	\$0.19	Shift Prem	\$0.19
Tue	9.5 hours worked with crew lead, .75 hours of shift premium	Call In	\$67.98	Call In	\$67.98
Wed	9.25 hours worked with crew lead				
		Total	\$1,550.25	Total	\$1,520.51
				Difference	(\$29.74)

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee A Real Example 3:

This example shows the proposed change of removing non-worked hours from counting towards overtime, and the proposed change in premium for working on a company assigned holiday.

Employee A has a regular hourly rate of \$33.99. Employee A has a total of 42.25 hours of time on their timecard. Of these hours, 32.75 hours were physically worked, 8.5 hours were standard holiday, and they called in for 1 hour on a holiday. They also received 31.75 hours of crew lead premium.

Our proposed change results in a weekly pay difference of **(\$18.24)**.

Table A.3

Day	Hours	Current:		Proposed:	
		Type	Amount	Type	Amount
Thu	8.5 hours worked with crew lead	Reg	\$1,036.70	Reg	\$1,113.17
Fri	6 hours worked with crew lead	OT	\$63.73		
Sat	0	Holiday	\$288.92	Holiday	\$288.92
Sun	0	*Double	\$67.98	*Worked Holiday	\$37.00
Mon	8.5 standard holiday, 1 hour call in	Crew Lead	\$31.75	Crew Lead	\$31.75
Tue	8.5 hours worked with crew lead	Call In	\$135.96	Call In	\$135.96
Wed	8.75 hours worked with crew lead, called in				
		Total	\$1,625.04	Total	\$1,606.80
				Difference	(\$18.24)

***Additional information:** Note that the current holiday-worked pay calculation combines both regular (or overtime) earnings and the holiday premium into a single earning code labeled "Double." The proposed change separates the worked regular (or overtime) earnings from the premium portion currently embedded in "Double," creating a new earning code titled "Worked Holiday." Under this updated structure, hours worked on a holiday will be paid to the appropriate Regular or Overtime earning codes, while the holiday premium amount will be paid separately to the Worked Holiday Premium earning code. Please see Table A.4 for a visual representation of this change.

Table A.4

Item	Current	Proposed
Regular Rate	\$33.99	\$33.99
Holiday Premium	Included in 2x rate	\$37.00
Total for 1 Holiday Hour	\$67.98	\$70.99
Earning Codes	Double \$67.98	Regular \$33.99 Worked Holiday \$37.00

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee A Real Example 4:

This example shows the blended rate of pay being incorporated in the OT 0.5x calculation.

Employee A has a regular hourly rate of \$33.99. Employee A has a total of 40.25 hours on their timecard. Of these hours, 40.25 hours were physically worked, and they called into work on Tuesday. They also received 40.25 hours of crew lead premium.

Our proposed change results in a weekly pay difference of \$0.33.

Table A.5

Day	Hours	Current:		Proposed:	
		Type	Amount	Type	Amount
Thu	8.5 hours worked with crew lead	Reg	\$1,359.60	Reg	\$1,359.60
Fri	6 hours worked with crew lead	**OT 1.5x	\$12.75	**OT 1.0x	\$8.50
Sat	0			**OT 0.5x	\$4.58
Sun	0			Crew Lead	\$40.25
Mon	8.5 hours worked with crew lead	Call In	\$67.98	Call In	\$67.98
Tue	8.75 hours worked with crew lead, called in				
Wed	8.5 hours worked with crew lead				
		Total	\$1,480.58	Total	\$1,480.91
				Difference	\$0.33

****Additional information:** Note that the current overtime calculation is equal to the straight pay multiplied by the hours over 40 and then multiplied by the 1.5x rate. The proposal is to separate the 1x straight time and the blended rate of pay at 0.5x. The 0.5x is what is truly exempted from Federal Income tax and must be reported on the W-2. Please see Table A.6 for the steps involved in correctly calculating the blended rate of pay.

Table A.6 (blended overtime rate)

Step	Description	Calculation	Result
1	Calculate straight-time earnings for all hours worked	40.25 worked hours * \$33.99	\$1,368.10
2	Add all weekly dollar-based premiums	\$1,368.10 + \$40.25 (lead) + \$67.98 (call-in)	\$1,476.33
3	Determine average (regular) rate for overtime purposes	\$1,476.33 / 40.25 worked hours	\$40.25 per hour
4	Calculate overtime premium (1/2 of average rate)	\$40.25 * 0.5x	\$18.34 per hour
5	Calculate OT 1.0x	\$33.99 * 0.25 hours	<u>**\$8.50</u>
6	Calculate OT 0.5x	\$18.34 * 0.25 hours	<u>**\$4.58</u>

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee A Real Example 5:

This example shows the proposed change for the weekend premium as well as the blended rate of pay being incorporated in the OT 0.5x calculation.

Employee A has a regular hourly rate of \$33.99. Employee A has a total of 51.00 hours on their timecard. Of these hours, 51.00 hours were physically worked, and they called into work on Saturday and Sunday. They also received 48 hours of crew lead premium and 5 hours of shift premium.

Our proposed change results in a weekly pay difference of \$361.56.

		Current:		Proposed:	
Day	Hours	Type	Amount	Type	Amount
Thu	8.5 hours worked with crew lead	Reg	\$1,257.63	Reg	\$1,359.60
Fri	6 hours worked with crew lead	***OT	\$560.84	***OT 1.0x	\$373.89
Sat	8 hours worked with crew lead, called in, 2.5 hours shift premium			***OT 0.5x	\$243.48
Sun	3 hours worked, was scheduled, 2.5 hours shift premium	****Double	¹ \$203.94	****Worked Weekend	² \$407.00
Mon	8.5 hours worked with crew lead	Crew Lead	\$48.00	Crew Lead	\$48.00
Tue	8.5 hours worked with crew lead	Shift Prem	\$1.25	Shift Prem	\$1.25
Wed	8.5 hours worked with crew lead	Call In	\$67.98	Call In	\$67.98
		Total	\$2,139.64	Total	\$2,501.20
		Difference		\$361.56	

****** Additional information:** NOTE: There is no premium pay currently for working on Saturday. Also note that the current Sunday-worked pay calculation combines both regular (or overtime) earnings and the holiday premium into a single earning code labeled "Double." The proposed change separates the worked regular (or overtime) earnings from the premium portion currently embedded in "Double," creating a new earning code titled "Worked Weekend." Under this updated structure, hours worked on a Saturday and or Sunday will be paid to the appropriate Regular or Overtime earning codes, while the weekend premium amount will be paid separately to the Worked Weekend Premium earning code. Please see Table A.8 for a visual representation of this change.

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Table A.8 (weekend premiums)

Item	Current	Proposed
Regular Rate	\$33.99	\$33.99
Saturday Premium	\$0.00	\$37.00
Total for 8 Saturday Hours	\$271.92	\$567.92
Earning Codes	Regular \$271.92	Regular \$271.92 Worked Weekend \$296.00

Item	Current	Proposed
Regular Rate	\$33.99	\$33.99
Sunday Premium	Included in 2x rate	\$37.00
Total for 3 Sunday Hours	1 \$203.94	\$212.97
Earning Codes	Double \$203.94	Regular \$101.97 Worked Weekend \$111.00

Current Totals	Proposed Totals
Regular \$271.92	Regular \$373.89
Double \$203.94	Worked Weekend \$407.00
\$475.86	\$780.89

Table A.9 (blended overtime rate)

Step	Description	Calculation	Result
1	Calculate straight-time earnings for all hours worked	51 worked hours * \$33.99	\$1,733.49
2	Add all weekly dollar-based premiums	\$1,733.49 + \$407.00 (worked weekend) + \$48.00 (crew lead) + \$1.25 (shift premium) + \$67.98 (call-in)	\$2,257.72
3	Determine average (regular) rate for overtime purposes	\$2,257.72 / 51 worked hours	\$44.27 per hour
4	Calculate overtime premium (1/2 of average rate)	\$44.27 * 0.5x	\$22.13 per hour
5	Calculate OT 1.0x	\$33.99 * 11 hours	<u>***\$373.89</u> ←
6	Calculate OT 0.5x	\$22.13 * 11 hours	<u>***\$243.48</u> ←

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee B Real Example 1:

This example shows the proposed change of removing non-worked hours from counting towards overtime.

Employee B has a regular hourly rate of \$33.99. Employee B has a total of 40.50 hours on their timecard. Of these hours, 26.00 hours were physically worked, and 14.50 hours were vacation time off.

Our proposed change results in a weekly pay difference of **(\$8.50)**.

Table B.1

Day	Hours	Current:		Proposed:	
		Type	Amount	Type	Amount
Thu	8.5 hours vacation	Reg	\$866.75	Reg	\$883.74
Fri	6 hours vacation	OT	\$25.49		
Sat	0	Vacation	\$492.86	Vacation	\$492.86
Sun	0				
Mon	9 hours worked				
Tue	8.5 hours worked				
Wed	8.5 hours worked				
		Total	\$1,385.10	Total	\$1,376.60
				Difference	(\$8.50)

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee B Real Example 2:

This example shows the proposed change of removing non-worked hours from counting towards overtime.

Employee B has a regular hourly rate of \$33.99. Employee B has a total of 45.00 hours on their timecard. Of these hours, 33.50 hours were physically worked, and 11.50 hours were vacation time.

Our proposed change results in a weekly pay difference of **(\$84.98)**.

Table B.2

Day	Hours	Current:		Proposed:	
		Type	Amount	Type	Amount
Thu	5.5 hours worked, 3 hours vacation	Reg	\$968.72	Reg	\$1,138.67
Fri	6 hours worked	OT	\$254.93		
Sat	0	Vacation	\$390.89	Vacation	\$390.89
Sun	0				
Mon	8.5 hours vacation				
Tue	11 hours worked				
Wed	11 hours worked				
		Total	\$1,614.54	Total	\$1,529.56
				Difference	(\$84.98)

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee B Real Example 3:

This example shows the proposed change for the weekend premium as well as the blended rate of pay being incorporated in the OT 0.5x calculation.

Employee A has a regular hourly rate of \$33.99 and physically worked 50.25 hours, called into work on Sunday and Monday, and received 8 hours of shift premium.

This change results in a weekly pay difference of \$63.25.

Table B.3

		Current:		Proposed:	
Day	Hours	Type	Amount	Type	Amount
Thu	8.5 hours worked	Reg	\$1,113.17	Reg	\$1,359.60
Fri	6 hours worked	*OT	\$522.60	*OT 1.0x	\$348.40
Sat	0			*OT 0.5x	\$215.63
Sun	7.25 hours worked, called in, 5 hours shift premium	**Double	¹ \$492.86	**Worked Weekend	² \$268.25
Mon	11.5 hours worked, called in, 3 hours shift premium	Shift Premium	\$2.00	Shift Premium	\$2.00
Tue	8.5 hours worked	Call In	\$135.96	Call In	\$135.96
Wed	8.5 hours worked				
		Total	\$2,266.59	Total	\$2,329.84
				Difference	\$63.25

****Additional information:** Note that the current Sunday-worked pay calculation combines both regular (or overtime) earnings and the holiday premium into a single earning code labeled "Double." The proposed change separates the worked regular (or overtime) earnings from the premium portion currently embedded in "Double," creating a new earning code titled "Worked Weekend." Under this updated structure, hours worked on a Saturday and or Sunday will be paid to the appropriate Regular or Overtime earning codes, while the weekend premium amount will be paid separately to the Worked Weekend Premium earning code. Please see Table B.4 for a visual representation of this change.

*****Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents*****

Table B.4 (weekend premiums)

Item	Current	Proposed
Regular Rate	\$33.99	\$33.99
Sunday Premium	Included in 2x rate	\$37.00
Total for 7.25 Sunday Hours	¹\$492.86	\$514.68
Earning Codes	Double \$67.98	Regular \$246.43 Worked Weekend ² \$268.25

Table B.5 (blended overtime rate)

Step	Description	Calculation	Result
1	Calculate straight-time earnings for all hours worked	50.25 worked hours * \$33.99	\$1,708.00
2	Add all weekly dollar-based premiums	\$1,708.00 + \$268.25 (worked weekend) + \$2.00 (shift premium) + \$135.96 (call-in)	\$2,114.21
3	Determine average (regular) rate for overtime purposes	\$2,114.21 / 50.25 worked hours	\$50.25 per hour
4	Calculate overtime premium (1/2 of average rate)	\$50.25 * 0.5x	\$21.04 per hour
5	Calculate OT 1.0x	\$33.99 * 10.25 hours	<u>*\$348.40</u> ←
6	Calculate OT 0.5x	\$21.04 * 10.25 hours	<u>*\$215.63</u> ←

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee B Real Example 4:

This example shows the proposed change for the weekend premium as well as the blended rate of pay being incorporated in the OT 0.5x calculation. This example also shows the proposed change of removing non-worked hours from counting towards overtime.

Employee A has a regular hourly rate of \$33.99. Employee A has a total of 50.50 hours of time on their timecard. Of these hours, 50.00 hours were physically worked, 0.5 hours were sick time, and they called into work on Sunday. They also received 2 hours of shift premium.

Our proposed change results in a weekly pay difference of \$35.11.

Table B.6

		Current:		Proposed:	
Day	Hours	Type	Amount	Type	Amount
Thu	8.5 hours worked	Reg	\$1,155.66	Reg	\$1,359.60
Fri	6 hours worked	***OT	\$535.34	***OT 1.0x	\$339.90
Sat	0			***OT 0.5x	\$197.00
Sun	5.5 hours worked, called in, 2 hours of shift premium	Sick	\$17.00	Sick	\$17.00
Mon	8 hours worked, 0.5 hours sick	****Double	³ \$373.89	****Worked Weekend	⁴ \$203.50
Tue	8.5 hours worked	Shift Premium	\$1.75	Shift Premium	\$1.75
Wed	13.5 hours worked	Call In	\$67.98	Call In	\$67.98
		Total	\$2,151.62	Total	\$2,186.73
				Difference	\$35.11

****** Additional information:** Note that the current Sunday-worked pay calculation combines both regular (or overtime) earnings and the holiday premium into a single earning code labeled "Double." The proposed change separates the worked regular (or overtime) earnings from the premium portion currently embedded in "Double," creating a new earning code titled "Worked Weekend." Under this updated structure, hours worked on a Saturday and or Sunday will be paid to the appropriate Regular or Overtime earning codes, while the weekend premium amount will be paid separately to the Worked Weekend Premium earning code. Please see Table B.7 for a visual representation of this change.

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Table B.7 (weekend premiums)

Item	Current	Proposed
Regular Rate	\$33.99	\$33.99
Sunday Premium	Included in 2x rate	\$37.00
Total for 5.5 Sunday Hours	³ \$373.89	\$390.45
Earning Codes	Double \$67.98	Regular \$186.95 Worked Weekend ⁴ \$203.50

Table B.8 (blended overtime rate)

Step	Description	Calculation	Result
1	Calculate straight-time earnings for all hours worked	50 worked hours * \$33.99	\$1,669.50
2	Add all weekly dollar-based premiums	\$1,669.50 + \$17.00 (sick) + \$203.50 (worked weekend) + \$1.75 (shift premium) + \$67.98 (call-in)	\$1,989.73
3	Determine average (regular) rate for overtime purposes	\$1,989.73 / (50 worked hours + .5 sick hours)	\$39.40 per hour
4	Calculate overtime premium (1/2 of average rate)	\$39.40 * 0.5x	\$19.70 per hour
5	Calculate OT 1.0x	\$33.99 * 10 hours	<u>***\$339.90</u> ←
6	Calculate OT 0.5x	\$19.70 * 10 hours	<u>***\$197.00</u> ←

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents

Employee B Real Example 5:

This example shows the proposed change for non-worked hours not counting towards overtime, as well as the blended rate of pay being incorporated in the OT 0.5x calculation.

Employee A has a regular hourly rate of \$33.99. Employee A has a total of 49.25 hours on their timecard. Of these hours, 45.75 hours were physically worked, and 3.5 hours were vacation time. They also received 9 hours of shift premium, which is not counted as hours worked and does not appear on the timecard.

Our proposed change results in a weekly pay difference of **(\$59.36)**.

Table B.9

Day	Hours	Current:		Proposed:	
		Type	Amount	Type	Amount
Thu	12.5 hours worked, 4 hours of shift premium	Reg	\$1,240.64	Reg	\$1,359.60
Fri	11 hours worked, 5 hours of shift premium	*****OT	\$471.61	*****OT 1.0x	\$195.44
Sat	0			*****OT 0.5x	\$97.85
Sun	0	Vacation	\$118.97	Vacation	\$118.97
Mon	8.5 hours worked	Shift Premium	\$2.25	Shift Premium	\$2.25
Tue	8.75 hours worked				
Wed	5 hours worked, 3.5 hours vacation				
		Total	\$1,833.47	Total	\$1,774.11
				Difference	(\$59.36)

Table B.10 (blended overtime rate)Committee

Step	Description	Calculation	Result
1	Calculate straight-time earnings for all hours worked	45.75 worked hours * \$33.99	\$1,555.04
2	Add all weekly dollar-based premiums	\$1,555.04 + \$118.97 (vacation) + \$2.25 (shift premium)	\$1,676.26
3	Determine average (regular) rate for overtime purposes	\$1,676.26 / (45.75 worked hours + 3.5 vacation hours)	\$34.04 per hour
4	Calculate overtime premium (1/2 of average rate)	\$34.04 * 0.5x	\$17.02 per hour
5	Calculate OT 1.0x	\$33.99 * 5.75 hours	*****\$195.44
6	Calculate OT 0.5x	\$17.02 * 5.75 hours	*****\$97.85

Note rounding from Paycor's calculation will defer on what is computed on excel and displayed in word documents