

## ORDINANCE NO. \_\_\_\_\_

1 AN ORDINANCE amending Section 2.76.365 of the Lincoln Municipal Code  
2 relating to Hours of Work to provide that employees with a pay range prefixed by “E” who are  
3 eligible to retire will be required to retire within one year from the date they elect to reduce their  
4 hours as provided in said section; and repealing Section 2.76.365 as hitherto existing.

5 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

6 Section 1. That Section 2.76.365 of the Lincoln Municipal Code be amended to  
7 read as follows:

8 **2.76.365 Hours of Work.**

9 (a) Regular working hours for all full-time employees shall be forty hours each week,  
10 which shall be the standard work week unless otherwise provided by departmental regulation  
11 approved by the Mayor and except for firefighters, whose hours of duty are prescribed by Neb.  
12 Rev. Stat. §35-302 (Reissue 1988), and amendments thereto.

13 (b) Generally, eight hours shall constitute a regular work day for nonshift workers and  
14 forty hours or five days shall constitute a regular work week. This does not mean that all  
15 employees can be given a five-day week or an eight-hour day from 8:00 a.m. to 4:30 p.m. with  
16 one-half hour for lunch. In order to obtain the most efficient operation and give the best possible  
17 service, it may be necessary in some classifications for an employee to work forty hours in more  
18 or less than five days by working more or less than eight hours per day or those working eight  
19 hours per day may be required to start the day some time other than 8:00 a.m.

1           (c)     Eight hours per day shall constitute a regular work day for shift workers and forty  
2 hours including Saturday, Sunday, and holidays shall constitute a regular work week. The hours  
3 worked per day and the days worked per week shall be consecutive as nearly as practicable. Shift  
4 schedules shall be posted or copies distributed to the employees as far in advance as possible.

5           (d)     There shall be allowed one fifteen-minute rest period during each one-half shift of  
6 the work day. The rest period shall be scheduled at the approximate middle of each one-half  
7 shift. Employees who for any reason work beyond their regular quitting time into the next shift  
8 shall be granted the regular rest periods that occur during the shift.

9           (e)     A regular employee with a pay range prefixed by “E” who is eligible to retire may  
10 elect with the Department Head’s approval an alternative schedule as follows: the employee may  
11 elect to reduce, on a permanent basis, their hours from 40 to 36 per week or from 40 to 32 hours  
12 per week. Employees who request and are granted these hours will continue to earn vacation and  
13 sick leave the same as if they were full-time. Employees will be required to retire within one  
14 year from the date of their election.

15           (f)     A regular employee with a pay range prefixed by “X” who is eligible to retire may  
16 elect with the Department Head’s approval an alternative schedule as follows: the employee may  
17 elect to reduce, on a permanent basis, their hours from 40 to 32 hours per week. Employees who  
18 request and are granted these hours will continue to earn vacation and sick leave the same as if  
19 they were full-time.

20                   Section 2. That 2.76.365 of the Lincoln Municipal Code as hitherto existing be  
21 and the same are hereby repealed.

1                   Section 3. That this ordinance shall take effect and be in force from and after  
2 passage and publication in one issue of a daily or weekly newspaper of general circulation in the  
3 City, according to law.

Introduced by:

\_\_\_\_\_

Approved as to Form & Legality:

\_\_\_\_\_  
City Attorney

Approved this ___ day of _____, 2014:  _____ Mayor
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