

FLSA

The City requires a specialized calculation for FLSA that is different from other City and States. The software should provide a way to run a report for FLSA periods based on the specialized calculation for the FLSA. An explanation of the specialized calculation for FLSA is attached along with sample FLSA periods.

City Personnel Action Form

The city requires a Personnel Action form to be submitted every time there is a change in personnel's work schedule, personal information and pay. The software should provide ability to recreate and edit the City's customized form within the software with the ability to pull the information from the personnel information for export and printing the PAF. The blank City Personnel Action Form is attached.

Seniority by Hire List

Candidates for hire take several written, physical and oral tests. They are placed on a hire list by their total accumulative score. This is their seniority order if and when hired by the department. Attached is a seniority list run from the current Firehouse software. As you can see, there are multiple hires on the same date, but they are listed by order in which they scored on the hire list. The new software must be able to run a seniority list where those that are hired on the same day are still placed in the order of seniority from the hire list.

How to calculate FLSA

The most hours a person can work in a period is 216.

The least amount of hours a person can work to still earn FLSA is 205, which means hours work less than 204 earns 0 FLSA hours.

Therefore, take the total hours worked in a period and subtract 204. Then, because you earn .50 for each hour, you take the sum and divide by 2 to give you the total FLSA hours earned for that period.

The equation would look like this.

Hours earned	216
Total hours needed	<u>-204</u>

Sum of FLSA Eligible Hrs	12
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Divided by 2 (.5 Per 1 hr)	<u>2</u>
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Total FLSA Hours Awarded	6
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Hours earned	210
Total hours needed	<u>- 204</u>

Sum of FLSA Eligible Hrs	6
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Divided by 2 (.5 Per 1 hr)	<u>2</u>
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Total FLSA Hours Awarded	3
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Hours earned	204
Total hours needed	<u>- 204</u>

Sum of FLSA Eligible Hrs	0
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Divided by 2 (.5 Per 1 hr)	<u>2</u>
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Total FLSA Hours Awarded	0
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The hours worked Activity Codes to calculate hours worked include:

OD	-	On Duty
OO	-	Out Of Class
SA	-	Special Assignment
TTOFF	-	Trading Time Off
Union	-	Approved Union Time Off

2020 FLSA PERIODS

1ST & 3RD

12-3-2019 – 12-29-2019

12-30-2019 – 1-25-2020

1-26-2020 – 2-21-2020

2-22-2020 – 3-19-2020

3-20-2020 – 4-15-2020

4-16-2020 – 5-12-2020

5-13-2020 – 6-8-2020

6-9-2020 – 7-5-2020

7-6-2020 – 8-1-2020

8-2-2020 – 8-28-2020

8-29-2020 – 9-24-2020

9-25-2020 – 10-21-2020

10-22-2020 – 11-17-2020

11-18-2020 – 12-14-2020

12-15-2020 – 1-10-2021

2ND

11-30-2019 – 12-26-2019

12-27-2019 – 1-22-2020

1-23-2020 – 2-18-2020

2-19-2020 – 3-16-2020

3-17-2020 – 4-12-2020

4-13-2020 – 5-9-2020

5-10-2020 – 6-5-2020

6-6-2020 – 7-2-2020

7-3-2020 – 7-29-2020

7-30-2020 – 8-25-2020

8-26-2020 – 9-21-2020

9-22-2020 – 10-18-2020

10-19-2020 – 11-14-2020

11-15-2020 – 12-11-2020

12-12-2020 – 1-7-2021

**CITY OF EVANSVILLE
REQUEST FOR PERSONNEL ACTION**

Requesting Official			
Employee Location			
EMPLOYEE DATA			
Employee Name			Marital Status
Address, City State, Zip			
Employee's Email Address			Cell Phone Number Home Phone Number
Budget Line Item			Position Title
<input type="checkbox"/> Part-Time <input type="checkbox"/> Weekly <input type="checkbox"/> Fire <input type="checkbox"/> Full-Time <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Police		Hire Date	
Employee No.			Annual Rate
Hourly Rate			Direct Supervisor
Primary Time Manager			Secondary Time Manager
Shift (1, 2, 3)			Hours Scheduled (8-5, 11-7, etc)
Days Scheduled (M-F, Tues-Sat, etc)			Lunch Period (0, 30, 60 mins)
ACTION REQUESTED			
Record Update	Status Change	Separation	Leave of Absence
<input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Phone # Change <input type="checkbox"/> Other (explain below)	<input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Probation complete <input type="checkbox"/> Rate Change <input type="checkbox"/> Demotion <input type="checkbox"/> Suspension <input type="checkbox"/> Payroll Adjustment <input type="checkbox"/> Leave w/o pay <input type="checkbox"/> Other (explain below)	<input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Death <input type="checkbox"/> Dismissal (attach documentation) <input type="checkbox"/> End of Season <input type="checkbox"/> Other (explain below)	<input type="checkbox"/> Workers Compensation <input type="checkbox"/> Family & Medical Leave <input type="checkbox"/> FMLA Intermittent <input type="checkbox"/> Military Leave <input type="checkbox"/> Returning from Leave <input type="checkbox"/> Other (explain below) Began Leave: _____ Began Unpaid: _____ Returned: _____
Effective Date			Explanation
Requesting Signature			Date
Personnel Director			Date



EVANSVILLE

Seniority List

Shift = "2" a



Name	Staff ID	Rank	Stn	Status	Hire Date
STUTE, BRIAN M.	1X0494	PRIVATE	05	Active	10/15/2012
BROWN, JARROD M.	1X0496	CAPTAIN	03	Active	09/03/2013
NOFSINGER, GATLIN C.	1X0501	LIEUTENANT	06	Active	03/03/2014
WRIGHT, JONATHAN D.	1X0502	PRIVATE	17	Active	03/03/2014
KLUEG, JUSTIN WT	1X0515	PRIVATE	17	Active	08/03/2015
DISPENZA, BRIAN J	1X0516	PRIVATE	08	Active	03/07/2016
PATE, IAN M	1X0519	PRIVATE	10	Active	03/07/2016
BLANCHARD, COLTON R	1X0521	PRIVATE	01	Active	03/07/2016
KLEEMAN, MICHAEL K	1X0523	LIEUTENANT	01	Active	03/07/2016
ALEXANDER, JOHN W	1X0527	LIEUTENANT	04	Active	07/11/2016
MASTISON, MATHEW J	1X0528	LIEUTENANT	01	Active	07/11/2016
CRAWFORD, ADDISON B	1X0529	LIEUTENANT	07	Active	07/11/2016
JACKSON, COLLIN W	1X0535	LIEUTENANT	09	Active	07/11/2016
FENDLEY, MICHAEL J	1X0537	PRIVATE	14	Active	07/11/2016
TURI, DOMINIC L.	1X0538	PRIVATE	06	Active	07/10/2017
NELSON, JEREMY C.	1X0540	LIEUTENANT	03	Active	07/10/2017
HAIRE, JONATHAN M.	1X0542	PRIVATE	15	Active	07/10/2017
WILSON, MICHAEL A.	1X0546	PRIVATE	17	Active	03/12/2018
HOSKINS, WILLIAM C.	1X0548	PRIVATE	06	Active	03/12/2018
PIPES, FREDERICK T.	1X0554	PRIVATE	03	Active	02/04/2019
DENNIS, TAYLOR R.	1X0556	PRIVATE	16	Active	02/04/2019
AGAN, MATTHEW D.	1X0559	PRIVATE	08	Active	07/08/2019
WATKINS, DAVID S.A.	1X0561	PRIVATE	09	Active	07/08/2019
MERKLEY, CHAD A.	1X0562	PRIVATE	09	Active	07/08/2019
LONG, JOSHUA D.	1X0563	PRIVATE	03	Active	07/08/2019
ABELL, SAMUEL L.	1X0564	PRIVATE	01	Active	07/08/2019
HERMANN, ZACHARY K.	1X0565	PRIVATE	15	Active	07/08/2019
HAURY, COREY A	1X0566	PRIVATE	04	Active	08/03/2020
ULRICH, ADAM D	1X0567	PRIVATE	14	Active	08/03/2020
ZOCH, JACOB D	1X0569	PRIVATE	03	Active	08/03/2020
NALIN, ANDREW T	1X0571	PRIVATE	05	Active	08/03/2020
ICE, DANIEL W	1X0572	PRIVATE	16	Active	08/03/2020
RIDDLE, JESSE W	1X0575	PRIVATE	10	Active	08/03/2020
AWAN, IMRAN	1X0577	PRIVATE	09	Active	08/03/2020
GRAY, DALTON E	1X0578	PRIVATE	01	Active	08/03/2020
BOZARTH, LYLE D	1X0580	PROBATIONARY FIREFIGHTER	00	Active	07/12/2021
GARRISON, CHARLES G	1X0584	PROBATIONARY FIREFIGHTER	00	Active	07/12/2021
HIRSHMAN, RYAN K	1X0589	PROBATIONARY FIREFIGHTER	00	Active	07/12/2021
BROWN, WESLEY R	1X0591	PROBATIONARY FIREFIGHTER	00	Active	07/12/2021