

are hereby enacted in lieu thereof to stand in the place of those sections repealed, to read as follows:

Section 1-208 (a).

Any employee may apply to his department head for leave of absence without pay for personal reasons. The department head may authorize such leave for periods not to exceed five (5) work-days in any calendar year. Requests for such leave in excess of five (5) work-days must be also approved by the Personnel Officer but cannot exceed thirty (30) work-days in any calendar year.

Section 1-211.

(a) An employee in a position of a class subject to the hourly pay schedule as provided in Section 1-216 (b) who is authorized to perform overtime service shall be compensated at one and one-half times (1-½) the standard hourly rate for all hours worked in excess of the regular work week.

(b) An employee in a position of a class below grade 16 subject to the annual pay schedule as provided in Section 1-216 (a) who is authorized to perform overtime service shall be compensated at the equivalent hourly rate for all hours worked in excess of the regular work week ~~up to a total of forty (40) hours in any one work week.~~ Any additional authorized overtime service shall be compensated at one and one-half (1-½) times the equivalent hourly rate.

(c) An employee in a position of a class in grade 16 and above in the custodial, labor and trades group, or a detention officer who is authorized to perform emergency overtime service as defined in the preceding paragraphs, shall be compensated at the straight time equivalent hourly rate for all hours worked in excess of the regular work week.

(d) When an emergency arises within the Police and/or fire Departments which requires substantial overtime service by uniformed officers, such officers in pay grade below 18 PF may be compensated at the equivalent hourly rate for such hours worked in excess of the regular work week. Authorization for such emergency overtime compensation shall be based upon specific written recommendation by the appointing authority and approval by the Personnel Officer and the Director of Administration. Emergencies of this type shall include riots, other major civil disorders and such other unusual disturbances as may arise from time to time.

Section 1-211.1.

An employee (other than uniformed officers of the Police and Fire Departments, watchmen, and an employee in a class for which the work week is designated as "hours as required") who is authorized and required by the appointing authority to work on any shift where the majority of hours worked are after 4:00 P.M. and before 9:00 A.M., shall be paid a five percent (5%) increment, but not less than ten cents (\$.10) per hour, above his regular pay rate. The provisions of this section shall not apply to employees whose emergency assignments start within or carry into the above time period, nor shall it apply to overtime work compensated for at premium rates of pay, unless the employee would otherwise have been entitled to night shift pay.

Section 1-214.

(a) Employees generally will be hired at the minimum salary in each grade. An employee may be hired at the first or second increment of the grade if recommended and justified in writing by the appointing au-