



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 12**

Compensation When Time Changes

These Administrative Instructions clarify City policy relating to compensation of non-bargaining, hourly personnel who are scheduled to work when the time changes in the spring and autumn of each year.

INSTRUCTIONS

Employees, who are working when the time changes from Eastern Standard Time to Eastern Daylight Time in the spring of each year, (a 7 hour shift), shall be compensated for an 8 hour shift.

Employees, who are working when the time changes from Eastern Daylight Time to Eastern Standard Time in the fall, (a 9 hour shift), shall be paid for a 9 hour shift.



John B. Quinn, Mayor

10-11-01

Date