

	Policy: Overtime Pay Provisions	Effective Date: May 19, 1992
		Revision Effective Date:
	Policy Number: HR-03	Page 1 of 1
	<i>Jerry E. Cox</i> <hr/> Jerry E. Cox, City Manager	<hr/> Human Resources Responsible Party

PURPOSE

Employees of the city can be requested and may be required to work overtime hours as necessitated by the needs of the city and determined by the department head, with the prior approval of the City Manager.

To the extent that local governmental jurisdictions are so required, the city will comply with the Fair Labor Standards Act (FLSA). The City Manager, assisted by the Human Resources Director, shall determine which jobs are nonexempt and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Nonexempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a seven day period; hours for police and fire personnel may be different). Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for nonexempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the FLSA.

In emergency situations, where employees are required to work long and continuous hours, the City Manager may approve compensation at time and one half for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.

Employees in positions determined to be exempt from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their department heads where the convenience of the department allows and in accordance with procedures established by the City Manager. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.