



**Policy:**  
Adopted: M2007-0143  
Effective: 10/1/2007  
Revised: 9/19/17

## Overtime

**Purpose** To specify components of overtime for Federal Fair Labor Standards Act of 1938 as amended for non-exempt employees.

**Policy** The basic workweek is defined as 168 consecutive hours running from 12:00 a.m. Sunday through 11:59 p.m. the following Saturday.

Non-exempt employees, except public safety employees as provided by law, who work in excess of forty hours in a workweek, will be compensated at one and one-half times their regular rate of pay. The employee's supervisor, department manager or the City Administrator, must approve overtime work in advance.

Paid holidays, vacation leave, sick leave and unpaid leave hours are not counted as time worked for the purpose of computing overtime hours.

All employees in all departments are required to work overtime as requested by their supervisors.

**Compensation** Compensation for overtime will take the form of either one and one-half times an employee's regular rate of pay or compensatory time. Compensatory time is paid time off earned at the rate of one and one-half hours off for each hour of overtime worked.

Overtime earned will be paid at the rate of one and one-half times an employee's regular rate of pay on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment and the City approves the employee earning compensatory time.

The maximum compensatory time that can be earned for any employee is 80 hours per calendar year. Once an employee has earned 80 hours of compensatory time in a calendar year, no further compensatory time may be earned in that calendar year. All further overtime will be paid.

Employees that wish to use compensatory time must notify his or her supervisor he or she wishes to use compensatory time. Approval of such a request will be based on whether it will (1) be used in a reasonable time and (2) unduly disrupt operations based on departmental scheduling, staffing needs and budgetary constraints. Requests must be on the "Leave Form" shown in the Inside Track, or Employee Portal on the website.

All compensatory time will be recorded as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

All compensatory time accumulated as of the final date of the final payroll period in each calendar year, will be paid at the employee's straight time rate as of that date on



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the first payday in the subsequent calendar year.

<b>Exempt Positions</b>	Exempt employees do not receive cash payment or compensatory time for overtime work.
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<b>Violation</b>	Refusal to comply with this policy may result in disciplinary action, up to and including termination.
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