



Human Resources Policies and Procedures

Policy Title: Overtime Compensation: Non-Exempt Salaried Employees	Policy Number: 5.7
Effective: October 30, 2005	
Supersedes: 1988 Rules and Regulations #13, p.9	
Approval: <i>Carl A. Johnson</i>	Page 1 of 2

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

To establish the City's guidelines on authorization of overtime.

3.0 Policy

- 3.1** When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. If there are no volunteers, employees may be required to work overtime.
- 3.2** Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour restrictions. Overtime pay is based on actual hours worked in excess of 40 hours in a single workweek.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

4.0 Responsibility

Human Resources Services will monitor compliance with this policy at all locations. Each Service Area Administrator will implement this policy within his or her own service area. It is the responsibility of each employee to follow this policy and abide by its intent.

5.0 Definitions

A normal **workweek** is defined as Monday through Friday or any other consecutive five-day period established by the City in order to maintain flexibility and meet the demands of the operations (i.e. Wednesday through Sunday).

6.0 Procedures

- 6.1** Overtime must be authorized in advance by the employee's immediate supervisor or other management representative.
- 6.2** Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.
- 6.3** The employer reserves the right to request and/or require overtime.
- 6.4** An employee will be compensated at 1.5 times the regular hourly rate for actual hours worked over 40 in a single workweek.
- 6.5** Vacation, personal, sick time or compensatory time off occurring during the employee's normal workweek shall not be considered time worked for the purpose of overtime computation.
- 6.6** An employee required to work overtime on the actual day of any of the City holidays will be paid at 1.5 times the regular hourly rate of pay for the hours worked.
- 6.7** For the purpose of overtime computation; holiday time off occurring during the normal workweek shall count as eight (8) hours worked.

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