




Human Resources Policies and Procedures

Policy Title: Overtime Compensation: Exempt Employees	Policy Number: 5.6
Effective: October 30, 2005	
Supersedes: 1988 Rules and Regulations #13, p.9	
Approval: 	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 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

Exempt employees are not eligible for overtime compensation.

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.

DISCLAIMER

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5.0 Definitions

- 5.1 **Exempt employees** are excluded from specific provisions of Federal and State wage and hour laws and are not paid overtime.

6.0 Procedures

6.1 Exempt Employees Working Beyond Scheduled Hours

- A. Exempt employees may work beyond their scheduled hours at their own discretion to meet performance objectives without extra compensation.
- B. All exempt employees required to work a holiday will take another day off in lieu of the holiday, which will be mutually agreed upon with his/her manager. (See Policy 4.2)

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