



## **OVERTIME: NON-EXEMPT EMPLOYEES**

### **I. PURPOSE**

To provide guidelines to administer overtime pay to manage time and fiscal resources and comply with applicable federal and state wage and hour regulations ensuring an attractive and fair work environment.

### **II. SCOPE**

This policy applies to non-exempt employees.

### **III. POLICY**

Hours compensated at the overtime rate shall be defined as the hours actually worked in excess of forty hours in a work week (See [Hours of Work and Paydays #210](#)) or in excess of 212 hours in a 28 day cycle for firefighters, which are not banked as compensatory time. Benefit hours or compensatory time taken within the work week or work cycle are not used as the basis for calculating the actual hours worked.

NOTE: Only if the time worked is approved as special, holiday or call-out overtime shall the employee be entitled to overtime pay when the actual worked hours in any given week are less than the requirements for overtime pay.

### **IV. PROCEDURES**

#### **A. Authorization**

All overtime must be authorized and approved in advance by the supervisor. An employee may be required to work overtime to meet the operational needs of the City. Overtime required to meet the operational needs of the City shall be allocated as evenly as possible among all employees qualified to do the job.



B. Compensation

Authorized overtime shall be compensated at the rate of one and one-half times the regular rate of pay or at the rate of one and one-half the hours of compensatory time or pay.

C. Compensatory Time

The maximum amount of compensatory time that may be accumulated at any one time shall be 80 hours and 120 for fire fighters. Once accrued, compensatory time must be taken as compensatory time off. An employee will be paid for any unused compensatory time upon separation. See [Compensatory Time #221](#)

E. Special Overtime

Special Overtime is payment at time and one-half for work done for a different City Department or for services that are to be reimbursed by an outside agency. The base rate of pay for special overtime may be different than the employee's regular rate of pay. This type of overtime is on a scheduled basis with prior authorization by the appropriate Division Director.

F. Call Out Time

Call Out Time is time worked in situations of emergencies when a staff person is called in to work from a scheduled "standby" status or is called in to work in situations of emergencies on an unscheduled basis. Compensation for call out time is on a time and one-half basis.

G. Holiday work

Employees not regularly required to work on a City holiday (observed or actual) will be compensated at one and one-half times their regular hourly rate for hours worked. The holiday hours not taken will be banked for employees to take at a later date.

Patrol officers, Communications Operators, and Firefighters are regularly scheduled to work on holidays and will not be paid overtime if scheduled to work on an City holiday (observed or actual) with the exception of the Thanksgiving Day and Christmas Day holidays. See [Holidays #312](#)