

## 4 - COMPENSATION/CLASSIFICATION

### 4.2 – Full-time Employees Working Hours, Overtime Pay, Call Back Pay, and Compensatory Time

Revised: July 1, 2007

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#### WORKING HOURS

The normal workweek for regular full-time City employees, except some classes of Public Safety employees, is 40 hours unless a different workweek is specified by the Department Director or Division Manager.

Public Safety employees who work schedules under §207(k) of the Fair Labor Standards Act are allowed to work more than 40 hours per week before overtime is earned; Police Sergeants and other sworn hourly police officers are scheduled to work 84 hours each two-week pay period and most sworn fire personnel are scheduled to work 99.69 hours each two-week pay period.

Some departments and divisions regularly operate seven days per week and employees in those departments may be required to work any day of the week.

#### OVERTIME PAY AND COMPENSATORY TIME

With the exception of firefighters regularly scheduled to work 24 hours shifts, approval for any employee to work 16 or more consecutive hours requires prior approval from the City Administrator.

Overtime for full-time regular employees is time approved and worked (in units of one-fourth hour or more) which is in excess of the previously outlined hours of work. Such work shall **only** be performed with the prior knowledge and approval of the Department Director or Division Manager unless other policies have been established by a written departmental policy.

Work assignments are made to avoid overtime, whether compensated by cash or time off, and overtime is held to a minimum consistent with efficient operation and providing essential services to the public.

Non-exempt (hourly) employee's overtime, whether paid by cash or compensatory time, is recorded on time sheets and submitted to the payroll clerk.

#### NON-EXEMPT (HOURLY) EMPLOYEES

Non-exempt full-time employees will be paid at the rate of one and one-half times their regular rate of pay for any hours worked over the previously outlined hours per week or per pay period, or they may accrue compensatory time off at the rate of time and one-half.

If the employee has accumulated less than the maximum allowable comp time accumulation, the employee can request either compensatory time or payment as wages. Unless other policies have been established by a written departmental policy, an agreement will be reached between the employee and the Department Director or Division Manager whether the additional time will be paid as overtime or earned as compensatory time **prior** to the approval for additional time to be worked. As a result of that agreement, based on the budget and the policy of the department, the Department Director or Division Manager will make a decision **at that time** if the employee will be allowed to work the additional time.

**ACCUMULATION**

Compensatory time will not be allowed to accumulate over 40 hours. Comp time earned but not used will be paid with time worked in the last full pay period ending in June annually.

Non-exempt employees will be paid for unused compensatory time upon termination of their employment.

**USAGE**

An employee has the right to use comp time that has been earned and should not accumulate more comp time than the City can approve the employee to use in a reasonable period of time.

**EXEMPT (SALARIED) EMPLOYEES**

Salaried employees do not accumulate compensatory time, however, because they may spend time outside normal office hours on City business they are allowed to take compensatory time off as their Department Director feels is appropriate during normal office hours.

**DEPARTMENT DIRECTORS**

The City's Department Directors may spend time outside normal office hours on City business and they are allowed to take compensatory time off as the City Administrator feels is appropriate during normal office hours.

**CALL-BACK PAY**

Non-union non-exempt full-time regular employees called back to work after completing normal duty and leaving the workplace will be paid overtime. An employee will be paid a minimum of two hours of overtime if called back to work.