



- 2.7 The City has the right to cash out an employee's compensatory time at any time during the employee's tenure.
- 2.8 The City will pay the employee for unused accumulated compensatory time within the limitations established by this policy, 2.4 D., upon termination of employment with the City.

### 3.0 DEFINITIONS

- 3.1 **Overtime:** work performed in excess of the hours permitted under the FLSA work period. Overtime will be paid at a rate of one and one-half times the employee's straight time hourly rate.
- 3.2 **Half-time Method:** hours worked over the number of hours allowed in the work period will be compensated at 50 percent of the regular rate.
  - A. Nonexempt employees whose hours fluctuate from week to week (firefighters), and paid a fixed salary will have overtime hours calculated on the half-time method.
  - B. The fixed salary constitutes total straight time compensation for all hours worked, including overtime hours.
- 3.3 **Compensatory Time:** time off granted in lieu of overtime pay for hours worked in addition to the regularly scheduled work period.
- 3.4 **Employee:** in the context of this policy, refers to those employees who are eligible for overtime compensation.
- 3.5 **Employer:** supervisory personnel with the authority to authorize the use of overtime.

### 4.0 RESPONSIBILITIES

- 4.1 **Department Heads**
  - A. It will be the responsibility of each Department Head to equitably administer the provision of this policy within their respective departments.
  - B. Department Heads are the authorized authority for the approval of overtime requests. It will be their responsibility to determine whether overtime or compensatory time is granted to the employee.
  - C. Will ensure that all overtime and compensatory time earned and used is recorded on the employee's time card/sheet as it occurs.
  - D. Will exercise extreme discretion in the utilization of overtime within their departments.
    - 1. Temporary adjustments in working hours or realignment of duties within the department should be considered as alternatives to the use of overtime.
    - 2. Overtime will be considered necessary only in emergency situations, wherein additional effort is needed to complete a task which is critical in nature.

E. Overtime, when ordered for the maintenance of essential City functions, will be allocated as evenly as possible among all employees qualified to do the work.

4.2 Employee

A. It is the responsibility of the employee to ensure that accrued compensatory time is used within the time limitation set forth by this policy.

4.3 Accounting Supervisor

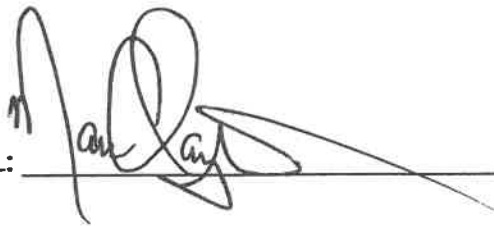
A. Will ensure that a permanent record of overtime/compensatory time accrued and used is kept on all employees based on information provided by Department Heads and that the proper financial transactions are completed at the end of each pay period.

B. Upon termination, will ensure that eligible employees are given credit for all overtime accrued and all unused compensatory time with the limitations established by this policy, 2.4 D.

EFFECTIVE: 07-25-11

LAST REVISED: 06-26-00

CITY MANAGER APPROVAL:



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