

Overtime Study Data April 2010

Background

The five following departments were selected for the overtime study because they incurred the highest amount of overtime as a percentage of payroll in 2009:

Department	Total Overtime in 2009	Percent of Payroll
Utilities	\$376,703	7.0%
Fire Medical	\$496,104	4.8%
Police	\$411,146	3.7%
Public Works	\$307,672	3.4%
Finance	\$34,239	3.1%

The sample then consisted of following four pay periods. The pay periods were selected due to high utilization of overtime and the inclusion of City holidays:

Pay Period	Holiday Included in Pay Period
February 28	President's Day
May 9	n/a
August 15	n/a
December 5	Thanksgiving Day, day after Thanksgiving

Any overtime incurred during each pay period was then classified based on City or department policy, or MOU. As an element of the study, staff also collected all written departmental documents regarding overtime and premium pay practices. The documents state overtime and premium pay, such as on-call and call-back, are paid at 1.5 times the regular rate of pay. The raw data from the study are compiled below.

Overtime Study Data Summary

Fire Medical:

Reason	Hours	Percentage of Overtime	Comments
Cover Employee on Sick Leave	1,017	40.2%	
FLSA Time	421	16.6%	Scheduled Overtime/Hours worked in excess of work period (28 day work period); 124 incurred by extra-board staff
Special Event	222	8.8%	KU Events – reimbursed (cost + 10%)
Other Auth Pay	189	7.5%	Can be on-call
Training	178	7.0%	
Incident	99	3.9%	
Investigator	92	3.6%	
Cover Employee on Work Comp	65	2.6%	
Cover Employee on Vacation	50	2.0%	
Cover Employee on other Covered Lv	48	1.9%	
Cover Employee on Military Leave	48	1.9%	
Cover Employee	37	1.4%	

using Kelly Day			
CSI	29	1.2%	
Meeting	19	0.8%	Meeting counted as hours worked
Cover Employee at Paramedic School	12	0.5%	
CPR	4	0.2%	Teaching class
Total	2,529		

Police:

In addition to overtime and premium pay, Police also has double time pay. Double time is incurred when an officer works an excess of twelve hours in one day. 69.4 hours of double time pay was incurred throughout the overtime study.

Reason	Hours	Percentage of Overtime	Comments
Excess of Daily Shift	496	51.0%	Excess of daily shift
Scheduled Overtime	244	25.1%	Special Assignment and Step Enforcement– 100% reimbursed by grants
Call-back	200	20.5%	Minimum 2 hours premium pay i.e. court time
Excess of standard work week	17	1.7%	Non-law enforcement personnel
Sick Leave	9	0.9%	Sick leave counting as hours worked
Overtime due to Holiday	5	0.5%	Holiday counting as hours worked
Personal Leave	1	0.1%	Personal leave counting as hours worked
Meeting	1	0.1%	Premium Pay
Total	973		

Utilities:

The results are separated out below by division.

Clinton Water Treatment Plant

Reason	Hours	Percentage of Overtime	Comments
Scheduled Overtime	186	40.0%	Plant Operators - rotating shifts
Overtime due to holiday	108	23.2%	Holiday counting as hours worked
On-call	79	17.0%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
KU Class	34	7.3%	KU class counting as hours worked
Overtime due to vacation	24	5.1%	Vacation hours counting as hours worked
Overtime due to personal leave	12	2.6%	Personal leave hours counting as hours worked
Meeting	11	2.4%	Premium pay
Call-back	8	1.7%	Minimum 2 hr premium pay
Training	3	0.5%	Training counting as hours worked
Worked 40+	1	0.1%	Excess of standard work week
Total:	465		

KAW Water Treatment Plant

Reason	Hours	Percentage of Overtime	Comments
On-call	192	48.9%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
Scheduled Overtime	82	20.7%	Plant Operators – rotating shifts
Overtime due to holiday	48	12.2%	Holiday counting as hours worked
Call-back	37	9.5%	Minimum 2 hours premium pay
Overtime due to vacation	14	3.6%	Vacation hours counting as hours worked
Meeting	8	2.0%	Premium pay
Sick leave	8	2.0%	Sick leave hours counting as hours worked
Worked 40+	4	1.0%	Excess of standard work week
Total	393		

Waste Water Treatment Plant

Reason	Hours	Percentage of Overtime	Comments
On-call	192	32.7%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
Scheduled Overtime	166	28.2%	Plant Operators – rotating shifts
Overtime due to Holiday	104	17.7%	Holiday counting as hours worked
Call-back	68	11.7%	Minimum 2 hr premium pay
Sick Leave	24	4.1%	Sick leave hours counting as hours worked
Overtime due to vacation	16	2.7%	Vacation hours counting as hours worked
Personal Leave	10	1.7%	Personal leave hours counting as hours worked
Meeting	4	0.7%	Premium pay
Worked 40+	3	0.5%	Excess of standard work week
Total	587		

Sewer

Reason	Hours	Percentage of Overtime	Comments
On-call	108	51.1%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
Call-back	52	24.7%	Minimum 2 hr premium pay
Overtime due to holiday	24	11.4%	Holidays counting as hours worked
Worked 40+	19	8.9%	Excess of standard work week
Meeting	5	2.2%	Meeting counting as hours worked
Personal Leave	2	0.9%	Personal leave counting as hours worked
Excess of Daily Shift	1.5	0.7%	Working excess of 8hrs/day
Total	211		

Distribution

Reason	Hours	Percentage of Overtime	Comments
On-call	117	57.1%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
Call-back	48	23.6%	Minimum 2 hr premium pay
Overtime due to holiday	30	14.6%	Holidays counting as hours worked
Overtime due to vacation	6	2.9%	Vacation hours counting as hours worked
Worked 40+	4	1.7%	Excess of standard work week
Total	205		

Public Works:

The department is separated out by division below.

Solid Waste

Reason	Hours	Percentage of Overtime	Comments
Holiday Worked	850	65.66%	Premium pay for working on a holiday
Weekend	408	31.52%	Premium pay for working on a weekend
Excess of Daily Shift	21	1.61%	Working over an 8 hour day
Scheduled Overtime	8	0.63%	Festivals/Public events
Overtime due to Holiday	7	0.54%	Holidays counting as hours worked
Sick Leave	1	0.04%	Sick leave hours counting as hours worked
Overtime due to vacation	0.1	0.01%	Vacation hours counting as hours worked
Total	1,295		

Streets

Reason	Hours	Percentage of Overtime	Comments
Scheduled Overtime	126	41.2%	Snow removal and levee maintenance
On-call	85	27.8%	Minimum 1 hr premium pay – week Minimum 2 hrs premium pay – weekend/holiday
Overtime due to vacation	40	13.1%	Vacation hours counting as hours worked
Worked 40+	35	11.4%	Excess of standard work week
Comp Time Spent	8	2.6%	Comp time counting towards hours worked
Call-back	7	2.3%	Minimum 2 hr premium pay
Sick Leave	4	1.1%	Sick leave hours counting as hours worked
Overtime due to Holiday	2	0.5%	Holiday counting as hours worked
Total	306		

Traffic

Reason	Hours	Percentage of Overtime	Comments
On-call	75	68.5%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
Call-back	21	18.7%	Minimum 2 hr premium pay
Worked 40+	8	7.3%	Excess of standard work week
Overtime due to vacation	6	5.0%	Vacation hours counting as hours worked
Overtime due to holiday	1	0.5%	Holiday counting as hours worked
Total:	110		

Central Maintenance

Reason	Hours	Percentage of Overtime	Comments
On-call	36	49.2%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
Worked 40+	16	22.2%	Excess of standard work week
Scheduled Overtime	10	13.4%	2 people in division has Scheduled Overtime
Overtime due to vacation	4	5.2%	Vacation hours counting as hours worked
Overtime due to holiday	3	4.5%	Holiday counting as hours worked
Call-back	2	2.7%	Minimum 2 hrs premium pay
Holiday Worked	2	2.7%	Premium pay for working on a holiday
Total	73		

Engineering

Reason	Hours	Percentage of Overtime	Comments
Worked 40+	94	67.6%	Excess of standard work week
Worked on a holiday	16	11.5%	Premium pay for working on a holiday
Worked on a weekend	16	11.5%	Premium pay for working on a weekend
Overtime due to vacation	8	5.8%	Vacation counting towards hours worked
Overtime due to a holiday	5	3.6%	Holiday counting towards hours worked
Total	139		

Finance

Reason	Hours	Percentage of Overtime	Comments
On-call	63	40.8%	Minimum 1 hr premium pay – week days Minimum 2 hrs premium pay – weekend/ holidays
Call-back	63	40.8%	Minimum 2 hrs premium pay

Excess of Daily Shift	11	6.8%	Excess of 8 hrs in a day
Overtime due to holiday	8	5.2%	Holiday counting as hours worked
Overtime due to vacation	6	3.6%	Vacation hours counting as hours worked
Worked 40+	4	2.6%	Excess of standard work week
Sick Leave	1	0.3%	Sick leave counting as hours worked
Total:	155		