

G. OVERTIME PAY (Revised 12/00, 3/06)

It is the policy of the City of keep overtime to a minimum.

- Unless otherwise specified below, all non-exempt employees will be paid overtime for hours worked in excess of 40 hours per work week. For overtime purposes holiday, vacation, wellness and sick leave will count as hours worked. Departments may designate a more generous overtime schedule when appropriate.
- Employees in the Fire/Medical department assigned to shift operations shall be compensated for overtime at the rate of one-and-one-half (1.5) hours pay for periods worked in excess of scheduled hours within a pay period. The employee shall receive overtime compensation for hours worked in excess of the regular schedule regardless if they have utilized paid leave during that cycle. This allows an employee to receive overtime for special details and assignments on another shift regardless of whether they have incurred paid leave during that cycle. For overtime purposes holiday, vacation, wellness and sick leave will count as hours worked.
- Employees in the Police Department will receive overtime for an excess of 80 hours in a 14-day period. For overtime purposes, holidays, vacation, and sick leave will count as hours worked.

For non-exempt employees, overtime pay will be one and one-half (1.5) times the employee's regular rate of pay.

Individual departments/divisions may enter into written agreement with employees to provide compensatory time (comp time) in lieu of overtime pay at a rate of one and one-half hours of compensatory time for each hour of overtime worked. This agreement must be approved with the Department Director and filed in the employee's personnel file. Specific requirements contained within the compensatory time agreements will be in accordance with applicable wage and hour law. Employee participation in comp time agreements is voluntary. Record Keeping and Documentation instructions are available in the Compensation Policy, Attachment E and the Comp Time Agreement and Form, Attachment F.

To the extent practical, all overtime will be approved in advance by the Department Director. Overtime will be distributed among employees on a voluntary basis as much as possible. In the event of a sudden and unforeseen emergency or if in the opinion of the Department Director such overtime is necessary to complete the scheduled day's work, the City may require an employee to work overtime. Additional disciplinary action may follow for an employee who without good or sufficient reason as determined by the employee's supervisor:

- Refuses to work overtime;
- Fails to appear when scheduled to work overtime;
- Indicates that the employee will work, but fails to appear.

H. ON-CALL AND CALL-BACK (Revised 3/96, 3/06)

The City recognizes that situations occur after regular working hours that necessitate call-back of departmental employees. All employees of the City are subject to handle situations that occur outside the normal working shift (call-back); some employees will also be required to rotate through an on-call schedule in order to adequately provide call-back coverage for pre-determined functions. When a department deems it is appropriate and advantageous to the City to compensate employees for on-call time, the on-call procedures contained herein will apply. The following guidelines will be used for non-exempt, non-sworn personnel. Other agreements may be made by individual departments with the approval of the City Manager and recorded in the Administrative Services Department. Additional guidelines regarding call-back and on-call situations may be developed and maintained by individual departments.

Call-Back:

1. When a non-exempt employee is called-back to respond to a work situation after having completed their regularly scheduled work day, the minimum payment for two hours at a rate of one and one-half times the regular rate of pay shall be paid. After two hours of work, additional time shall be added by tenths of an hour and paid at one and one-half time the regular rate of pay."
2. If a call-back is completed within the two hour time period and another call-back is received and completed within the same two hour time period, only two hours overtime will be paid to the employee.
3. Hours paid for call-back situations will be recorded on the time record as Call-Back hours worked.

On-Call:

1. Some (but not all) employees will be required to rotate on an on-call basis to provide adequate call-back coverage.
2. A schedule will be provided by the supervisor, manager or director on a monthly basis which will designate which individuals are on-call for any given period (weekend, holiday, and/or week night).
3. The following represents the compensation for an employee who is on-call:

- One (1) hour on-call per weeknight;
 - Two (2) hours on-call per weekend day or holiday
 - The on-call rate of pay is equivalent to one and one-half times the regular hourly rate.
 - On-call compensation will be recorded on the time record as On-Call hours.
4. Logs will be maintained by the on-call employee and turned in with time sheets in order to receive appropriate compensation for on-call duty.
 7. Failure to reach a designated on-call employee may result in disciplinary action.
 8. Once the designated on-call employee is notified that their services are required, they should appropriately and responsibly respond to the call within forty-five minutes of the original contact.
 9. On-call employees should not engage in activities that would prevent them from making professional decisions, performing their required duties, and/or responding to a situation within the above-referenced time frame.
 10. On-call employees need to remain within the boundaries of the department's paging/radio system or other communication system while on-call in order to maintain contact with department personnel.