

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 | | |