

II. COMPENSATION POLICIES

G. OVERTIME PAY

Nonexempt employees are eligible to receive overtime pay at a rate of one and one-half their regular rate of pay for hours worked in excess of forty (40) in a standard workweek; 212 during the 28-day work period for nonexempt, sworn employees in the Fire Medical department assigned to shift operations; or eighty (80) during the 14-day work period for nonexempt, sworn employees in the Police department.

Paid holidays will count as hours worked for the purposes of calculating overtime.

It is the policy of the City to keep overtime to a minimum. Nonexempt employees will not work overtime without advance supervisory authorization. Employees may be required to work extended hours to respond to emergency, operational, or service delivery needs. An employee's work schedule may be adjusted during a workweek or work period to avoid overtime.

Overtime is considered a condition of employment, and refusal to accept it without good or sufficient reason as determined by the employee's supervisor is cause for discipline, up to and including termination.

The City may provide nonexempt employees compensatory time off in lieu of overtime pay for hours worked in excess of the standard workweek or work period through a voluntary and revocable agreement. Agreements must be approved by the Department Director and be recorded in the employee's personnel file. Such agreements will provide for a cap of 60 hours for accrued compensatory time. Payments for accrued compensatory time are not included as hours worked when calculating overtime.

A substitution or "trade time" program is available in the Fire Medical department. The hours worked will be excluded in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime pay under the FLSA.

Additional guidelines regarding overtime pay are contained in Memorandums of Understanding (MOU) with employee groups. Such language, when in conflict, will supersede language in this section.