

Appendix D

Overtime Clarification

Purpose

This directive has been prepared in accordance with City Council Policy and designates employee classifications eligible for and exempted from overtime pay and compensatory time off.

General

All classifications included in collective bargaining agreements or not specifically exempted by this Directive are eligible for overtime pay and compensatory time off. This directive re-categorizes certain employee job classes from *clerical and other administrative employees to Supervisory, Professional and Management employees*. As a result, employees in the job classes designated by City Council resolution as Supervisory, Professional and Management will be exempted for purposes of overtime pay and compensatory time.

Exception

Those individual positions and persons designated as Supervisory, Professional and Management because of the confidential nature of their work assignments are eligible for overtime pay and compensatory time off provisions.

Administrative Procedure

Each employee shall be governed by the appropriate labor agreement or rules and regulations concerning overtime compensation.

Normally, overtime rates of time and one-half shall become effective after the employee exceeds eight hours of work per day. However, when an employee's shift extends from one day into the next, the start of the work shift shall be treated as the start of a new day for timekeeping purposes and overtime rated at time and one-half shall not become effective until after eight hours of work from the beginning of the shift, provided that eight hours has elapsed since the employee was released from work from his/her preceding shift.

Reporting pay shall not be counted as part of the accumulation of eight hours at straight time rates beyond which overtime rates and time and one-half apply, unless the recall is effective within eight hours of the time the employee was released from work.