**SECTION: PAY AND COMPENSATION**

**POLICY:** Overtime **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to outline the eligibility, calculation, and accrual of compensatory time and overtime in accordance with the Fair Labor Standards Act (FLSA) and City policy.

This policy applies to all City employees, distinguishing between exempt and non-exempt classifications under the FLSA, and governs how overtime or compensatory time is accrued and compensated.

**DEFINITIONS:**

1. Exempt Employees: Employees classified under the FLSA as exempt from overtime regulations; not eligible for overtime or compensatory time.
2. Non-Exempt Employees: Employees classified under the FLSA as eligible for overtime pay or compensatory time for hours worked beyond the defined work period.
3. Work Week/Work Period:
   1. General Employees: A standard seven (7) day work week totaling forty (40) hours.
   2. Police Officers: A fourteen (14) day work period totaling eighty (80) hours.
   3. Firefighters: A twenty-eight (28) day work period totaling 212 hours.
4. Base Plus Rate: The employee’s base hourly rate plus any applicable differentials, used for overtime calculations.
5. Eligible Hours Worked: Actual hours worked, not including most types of leave, used to determine overtime eligibility.

**APPLICABILITY:**

This policy applies to all City employees, regardless of classification or department, who are required to record time worked for payroll and compliance purposes.

**PROCEDURES:**

1. Eligibility
   1. Exempt employees are not eligible for overtime pay or compensatory time.
   2. Non-exempt employees are eligible for compensatory time or overtime, calculated at 1.5 times the base plus rate for all eligible hours worked beyond their defined work period.
2. Overtime Calculation
   1. Overtime or compensatory time is earned only for actual hours worked in excess of the defined work week or work period.
   2. The following thresholds apply:
      1. General employees: Over 40 hours in 7 days.
      2. Police officers: Over 80 hours in 14 days.
      3. Firefighters: Over 212 hours in 28 days.
3. Exclusions from Eligible Hours
   1. Time taken for sick leave, vacation, emergency leave, injury leave, jury duty, or other forms of paid or unpaid leave are not included in the calculation of eligible hours worked for overtime or compensatory time.
   2. Only hours physically worked and City-recognized holiday leave count toward overtime eligibility.