**SECTION: PAY AND COMPENSATION**

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

**STATEMENT OF PURPOSE:**

The purpose of this policy is to define the standard workweek for City employees and establish guidelines for tracking work hours in compliance with the Fair Labor Standards Act (FLSA) and City operational needs.

This policy applies to all City employees, including both exempt and non-exempt classifications, across all departments.

**DEFINITIONS:**

1. Workweek: A fixed and recurring period of 168 hours, consisting of seven consecutive 24-hour days. The City’s standard work week begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday.
2. Exempt Employees: Employees who are exempt from FLSA overtime provisions, typically salaried and holding executive, administrative, or professional roles.
3. Non-Exempt Employees: Employees who are entitled to overtime pay under FLSA when they work more than the defined hours in a workweek or work period.
4. Work Period: A recurring period used to calculate overtime for certain public safety positions, which may differ from the standard seven-day workweek.

**PROCEDURES:**

1. Standard Workweek
   1. All timekeeping, payroll, and overtime calculations will be based on this defined workweek unless otherwise noted.
2. Exempt Employees
   1. Exempt employees are expected to work the number of hours necessary to fulfill their job responsibilities, typically at least 40 hours per week.
   2. These employees are not eligible for overtime or compensatory time, regardless of hours worked beyond the standard workweek.
3. Non-Exempt Employees
   1. Non-exempt employees are scheduled to work 40 hours per week unless otherwise specified by department needs.
   2. Overtime is calculated for hours worked in excess of 40 in the standard workweek or as defined by specific work periods for public safety roles.
4. Alternative Work Periods
   1. Certain classifications, such as sworn police officers and firefighters, follow an alternative work period in accordance with FLSA guidelines - examples:
      1. Police Officers: 14-day work period consisting of 80 hours.
      2. Firefighters (24/48 schedule): 28-day work period consisting of 212 hours.
5. Work Schedule Adjustments
   1. Department heads may adjust individual work schedules based on operational requirements, provided that any such changes remain consistent with applicable laws [and do not conflict with labor agreements (if applicable)].
6. Recordkeeping
   1. Accurate records of all hours worked must be maintained through the City’s designated timekeeping system.
   2. Supervisors are responsible for verifying time records and ensuring compliance with workweek rules.
7. Policy Compliance
   1. Any deviations from this policy must be approved by the Human Resources Department and may be subject to review for legal compliance.