

RESOLUTION NO. 217487

JAN 12 1977

RESOLUTION ESTABLISHING COUNCIL POLICY  
NO. 300-2 REGARDING EMPLOYEE OVERTIME.

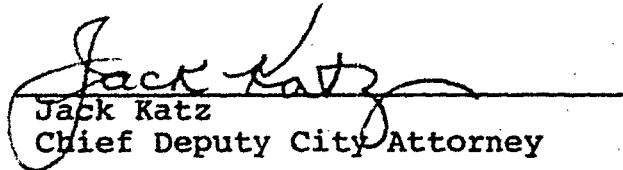
BE IT RESOLVED, by the Council of The City of San Diego,  
as follows:

That Council Policy No. 300-2 regarding EMPLOYEE OVERTIME  
be and it is hereby established as set forth in the form of  
Council Policy on file in the office of the City Clerk as  
Document No. 757962.

BE IT FURTHER RESOLVED, that the City Clerk is hereby  
instructed to add the aforesaid to the Council Policy Manual.

APPROVED: JOHN W. WITT, City Attorney

By

  
Jack Katz  
Chief Deputy City Attorney

JK:k:011.1, 360  
Or.Dept.: Mayor  
1-3-77

MICROFILMED

MAY 31 1978

01036

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
EMPLOYEE OVERTIME	300-2		1 OF 2

BACKGROUND

It is necessary for the efficient and effective administration of the City's government to call upon some employees in the unclassified and classified service of the City to work in excess of their normal working hours.

PURPOSE AND INTENT

It is the purpose and intent of this policy to establish guidelines for the use of and payment for employee overtime.

POLICY

It is the policy of the City Council that the administration of the City's government be conducted efficiently and effectively by the City's employees in a manner that requires the least amount of overtime possible, consistent with such efficient and effective administration.

It is the policy of the City Council that no employee in the unclassified service of the City shall be entitled to overtime compensation.

It is the policy of the City Council that full-time classified employees, working in classifications designated by resolution of the Council as eligible for overtime compensation, are eligible for overtime compensation for all time worked:

1. Beyond the regularly scheduled number of hours in the employee's workday;
2. On days other than those designated in the employee's scheduled workweek, or in the case of fire protection employees in fire suppression divisions, for all time worked beyond the normal work schedule for their division;
3. On a Saturday or Sunday, unless those days are part of the employee's scheduled workweek;
4. On a holiday (See Personnel Manual Section 33.2 for policy on Holiday Pay).

It is the policy of the City Council that overtime compensation may be made in the form of either (1) money paid for the overtime worked, or (2) time-off from work for the overtime worked.

It is the policy of the City Council that the Council, by resolution adopted as a companion item to the Annual Salary Ordinance, shall annually determine which employee classifications shall receive no compensation for overtime worked, and which employee classifications shall receive overtime compensation at a straight rate or at a time-and-one-half (1 1/2) rate.

DOCUMENT NO. 757962  
FILED JAN 17 1977

OFFICE OF THE CITY CLERK  
SAN DIEGO, CALIFORNIA

MICROFILMED MAY 31 1978

## CITY OF SAN DIEGO, CALIFORNIA

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
	EMPLOYEE OVERTIME	300-2	

It is the policy of the City Council that the need for overtime worked shall be determined by the City Manager or independent department directors and that the form of compensation for overtime worked shall be determined by the City Manager or independent department directors, with the clear understanding that compensatory time-off shall be given for overtime worked except when exceptional circumstances require money payments.

It is the policy of the City Council that all employees of the same classification within the same departmental unit shall be given an equal opportunity to work overtime when the City Manager or independent department directors determine that overtime work is necessary for the efficient and effective administration of the City government. However, appointing authorities shall have the discretion to select persons for overtime work as necessary without rotating such assignments when a specialty is required or it is otherwise determined to be in the City's best interests.

It is the policy of the City Council that the City Manager and each independent department director shall establish written regulations for each City department governing the use of overtime that conform to the provisions and intent of this Council Policy and the Civil Service Commission's Personnel Manual section on overtime.

MICROFILMED

MAY 31 1978

01038

JAN 12 1977

Passed and adopted by the Council of The City of San Diego on \_\_\_\_\_,  
by the following vote:

Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee Hubbard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Gade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joel M. Strobl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jess D. Haro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON

Mayor of The City of San Diego, California.

(Seal)

EDWARD NIELSEN

City Clerk of The City of San Diego, California.

By Kathleen Martinez Deputy.

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1976 JAN -5 AM 8:33  
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Office of the City Clerk, San Diego, California

Resolution Number 217487 Adopted JAN 12 1977

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MAY 31 1978

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