

JAN 2 1979
R. 79-1150

RESOLUTION NO. 222521

RESOLUTION AMENDING 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 over-
time be and is hereby amended as set forth in the form of
Council Policy filed in the office of the City Clerk as Document
No. 765436.

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 David H. Morris
David H. Morris
Deputy City Attorney

DHM:vl:oll.1
12/21/78
Or. Dept.: Mayor

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REVISED COUNCIL POLICY 300-2

SUBJECT: EMPLOYEE OVERTIME

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 such 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

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POLICY (Continued)

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 schedule workweek;
- 4. On a holiday.

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.

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 understanding that compensation/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

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POLICY (Continued)

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.

Adopted by Resolution No. 171895 7/24/62

Repealed by Resolution No. 211728 10/8/74

Adopted by Resolution No. 217487 01/12/77

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Passed and adopted by the Council of The City of San Diego on JAN 2 1979,
 by the following vote:

Councilmen	Yeas	Nays	Not Present	Ineligible
Bill Mitchell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bill Lowery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Schnaubelt	<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"/>
Larry Stirling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucy Killea	<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.

CHARLES G. ABDELNOUR
 City Clerk of The City of San Diego, California.

By E. H. Cook, Deputy.

(Seal)

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Office of the City Clerk, San Diego, California

Resolution Number 222521 Adopted JAN 2 1979

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