

**COUNCIL POLICY****CURRENT**

SUBJECT: EMPLOYEE OVERTIME  
POLICY NO.: 300-02  
EFFECTIVE DATE: February 2, 1979

**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 the 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 classification shall receive no compensation for overtime worked, and which employee classifications shall receive overtime compensation at 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.

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.

**HISTORY:**

“Employee Compensation For Overtime Work”

Adopted by Resolution R-171895 07/24/1962

Repealed by Resolution R-211728 10/08/1974

“Employee Overtime”

Adopted by Resolution R-217487 01/12/1977

Amended by Resolution R-222521 01/02/1979