
Overtime Compensation

921.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Agreement (MOA), or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a Request for Overtime Compensation.

921.1.1 DEPARTMENT POLICY

Because of the nature of probation work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall receive advance verbal approval by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked. Non-exempt employees will be compensated for approved overtime worked in accordance with the Fair Labor Standards Act of 1936.

The individual employee may request compensatory time in lieu of receiving overtime payment. The appointing authority may also require that compensatory time be taken in lieu of cash. Maximum accruals of compensatory times are governed by the Compensation Ordinance and vary by job classification.

921.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for approval.

The number of hours worked shall be accurately recorded in Kronos. When the overtime worked was performed too late to be entered in Kronos, the employee shall submit a form 180 to their supervisor indicating overtime hours worked, date, and the reason the overtime was worked.

921.2.1 ROTATING SENIORITY

During ordered overtime situations, while officers are arranged in seniority, this seniority will be "rotating seniority." For example, if ordered is activated for the week containing the Christmas holiday, and then again for the week containing New Year's holiday, the seniority list for the second week would begin where it stopped on the first week.