

C. OVERTIME REQUIREMENTS

Work period for all employees who are not police officers, the normal work week is a forty (40) hour work week with the standard work week consisting of a period from 12:01 a.m. Saturday to 12 Midnight the immediately following Friday. ~~The City has chosen to designate a two-week work period for law enforcement employees, and overtime is paid to those employees when they have worked over eighty (80) hours in their respective work periods. Officer's duty shifts shall be established at the discretion of the Chief of Police.~~

All employees, except exempt employees as defined by the Fair Labor Standards Act, who work in excess of a minimum number of hours in the applicable work period shall be paid at a rate of one and one half (1½) times their regular rate of pay for all hours worked in excess of the number of established regular hours. Paid sick leave and paid vacation are not considered hours worked for overtime purposes; holidays are considered hours worked for overtime purposes **for hourly non-police department workers**. No employee shall be permitted to work in excess of work period hours without prior approval by his or her Supervisor, except where an emergency exists.

City employees are subject to the Fair Labor Standards Act (FLSA). All positions in the City are designated exempt or non-exempt under FLSA depending on whether or not the job position meets the requirements of the act. These designations have nothing to do with the importance of a position to the City.

Employees who are exempt are not paid overtime for hours over 40 worked each work week, but compensatory time may be allowed at the discretion of the Department Head. Employees who are non-exempt shall be paid overtime for hours over 40 worked each work week. (See Overtime Compensation for more details.) There are specific exceptions under the FLSA for law enforcement. Department Heads are exempt employees and schedule their time to accomplish the requirements of the position.