

PROPOSED CHANGES TO OVERTIME AND PTO COMPENSATION PROVISIONS
by Councilmember Conrad

3.06 OVERTIME

- (a) Non-exempt Employees. All employees, except supervisors, ~~police personnel~~ (pursuant to the exemption found in Section 13(b)(20) of the Fair Labor Standards Act [FLSA] for ~~police departments with less than 5 employees~~) and any other employees determined by the City Administrator to be exempt in accordance with the ~~Fair Labor Standards Act (FLSA)~~ are eligible to receive overtime pay in accordance with the FLSA. When practical, overtime is to be avoided. Except in emergency situations or extenuating circumstances, overtime must be allocated in the budget and pre-approved by an employee's supervisor. Overtime shall be allocated as evenly as possible among all employees qualified to perform the work. Overtime pay, at a rate of one and one half (1 ½) times the employee's regular pay, will be paid for all time ~~credited~~ actually worked over forty (40) hours per pay week ~~and for all hours worked on official City holidays whether or not more than forty (40) hours have been worked~~, unless such employees are exempt from overtime pay. ~~Where holidays fall on weekends and the paid time off occurs on a Friday or Monday, overtime will be paid for hours worked on the actual holiday and/or on the substituted Friday or Monday. Holiday and PTO time does qualify as time credited.~~ All overtime work must be clearly reflected on the employee's time records before it is allowed.

5.02 PERSONAL TIME OFF

- (g) PTO may be accumulated up to two hundred and forty (240) hours into a PTO "Bank" to carry over from year to year. No more than two hundred and forty (240) hours PTO may carry over. Any accumulated PTO hours exceeding two hundred and forty (240) hours will be lost by the employee each year on the employee's anniversary of hire date. The City will compensate an employee for up to, but no more than, forty (40) PTO hours lost due to this provision at a rate of ~~twenty five cents (\$0.25)~~ fifty cents (\$0.50) on the dollar (\$1.00) for the value of the lost hours.