CITY OF LYNDEN

ADMINISTRATION DEPARTMENT

HR-5.3.00 IT Department (Exempt) - Out of Schedule Compensation and Costing

PURPOSE: To recognize the work of IT Department exempt employees that are required beyond traditional work schedule to meet department needs and emergency events. To cost this expense to appropriate departments when implemented.

DEPARTMENTS AFFECTED: All department/divisions.

REFERENCES: Washington State L&I, Federal Fair Labor Standards Act (FLSA)

PROCEDURES:

A) Compensatory Hours or Pay for Additional Hours Worked

Exempt IT employees who are called back to work on a scheduled day off or after leaving the premises following completion of their shift, will be paid a minimum of two (2) hours pay at 1.5 of their hourly rate. Work that extends beyond two (2) hours will be paid at the actual hours worked at 1.5 of their hourly rate. Employee may choose to accrue a compensatory 1.5 hours for hours worked in lieu of pay. Up to a maximum balance of 40 compensatory hours may be held for time off during periods of lesser work demand or for personal needs. The scheduling of the use of such compensatory hours shall be with the approval of the department head based upon departmental staffing needs. Compensatory hours can be cashed out at any time throughout the year and shall be paid out at separation from service. With adequate notice to the department head, the employee may use compensatory hours during the period immediately prior to separation from service.

B) Employee will be paid for travel time and mileage will be paid at the applicable IRS mileage allowance(roundtrip) using their own vehicle to respond to out of schedule work from home location to City location.

C) Cost for labor under this policy will be coded directly to the department to which the employee has been called to work.

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