



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 1230	Date Issued: December 1, 1993
Section: 1000 – Personnel Policies	Date Revised: February 23, 2012
Accreditation Standards:	
SUBJECT: OVERTIME (UNREPRESENTED EMPLOYEES)	
APPROVED: _____ Board Chairperson	

- 1.0 Overtime for all unrepresented and FLSA non-exempt employee classifications (including Extra-Help) is defined as:
 - 1.1 Time worked in excess of forty (40) hours in any workweek.
 - 1.1.1 In general, the seven (7) day reporting period for the purposes of this Policy will begin at 0001 hours on Sunday and conclude at 2400 hours on Saturday.
 - 1.1.2 The General Manager may establish different beginning/concluding days and/or hours for the seven (7) day workweek based upon the availability of certain shifts and/or assignments.
 - 1.2 Once time worked in the established seven (7) day reporting period reaches forty (40) hours, overtime is accrued whenever an employee:
 - 1.2.1 Works on a non-scheduled workday.
 - 1.2.2 Works in excess of regularly scheduled hours on a workday (full-time employees only).
 - 1.2.3 Works on a fixed holiday, as defined by Policy No. 1220, which would normally be scheduled as a non-workday.
- 2.0 Overtime shall be computed to the nearest quarter (1/4) hour.

- 3.0 The Authority will make every attempt to meet overtime requirements on a voluntary basis among the employees.
- 3.1 In the event that there are insufficient volunteers to meet the staffing requirements, the Authority reserves the right to require the necessary employees to work mandatory overtime in accordance with the procedures as defined within Policy and Procedure Manual Section No. 2000, Employee Procedures.
- 4.0 Overtime compensation shall be paid at a rate equivalent to one and one-half (1-1/2) times the regular rate of pay, or at the employees option, the employee may elect to receive time off with pay at the rate of one and one-half (1-1/2) hours off for each overtime hour worked (Compensatory Time).
- 4.1 The ability to accrue Compensatory Time will be approved by the Authority to the extent that it is and continues to be legally permissible.
- 4.2 Non-exempt unrepresented employees shall request and be granted compensatory time off in the same manner and through the same process as any other request for paid time off.
- 4.3 In accordance with the Fair Labor Standards Act as amended, the accumulated compensatory time an employee may retain on the books at any time is limited to a maximum of two hundred and forty (240) hours before which the Authority must compensate all overtime hours in cash.
- 5.0 Employees who are entitled to overtime pay as a result of time worked in excess of their regularly scheduled hours on a workday shall be paid overtime compensation for the actual hours worked.
- 6.0 Employees who are entitled to overtime pay as a result of being required to report for work on their non-scheduled workday shall be paid overtime compensation for the actual hours worked, but in no event shall they be paid less than two (2) hours compensation at the overtime rate.
- 6.1 If an employee performs overtime work immediately preceding or immediately following their regularly scheduled work hours, the employee shall be paid
- 6.2 overtime compensation only for the actual overtime hours worked.
- 7.0 Witness or civil fees received as a result of testimony, depositions or other civil actions or court proceedings arising out of the employee's official, compensated duties shall be returned to the Authority if the employee is in paid status during the time such testimony if required.
- 8.0 Management or exempt employees shall not receive compensation for overtime hours worked within the scope of their duties (refer to Policy No. 1280, Administrative Leave).

- 8.1 Supervisors may receive compensation for overtime hours worked as a Public Safety Dispatcher during their off hours and when they are not otherwise assigned a management responsibility (i.e., on-call). Overtime hours worked and compensated in accordance with this paragraph are subject to the following:
- 8.1.1 The hours worked will be periodically reviewed by the General Manager and may be capped as he/she sees fit.
 - 8.1.2 Advance approval by the General Manager is required prior to assignment of hours.
 - 8.1.3 Compensation shall be paid at the hourly rate equivalent to one and on-half (1-1/2) times the hourly rate of a Senior Public Safety Dispatcher III/CTO at top step, or at the Supervisors option, the Supervisor may elect to receive time off with pay (Compensatory Time) at their straight pay rate plus a cash differential designed to bring their total hourly compensation rate to that equal to a Senior Public Safety Dispatcher III/CTO at top step.
 - 8.1.4 Compensatory Time earned may not be carried over to a subsequent fiscal year if not used during the fiscal year in which it was earned.
 - 8.1.4.1 Unused Compensatory Time shall be cashed out if not used during the fiscal year in which it was earned.