

OVERTIME PAY

Overtime will be paid when you work more than 40 hours in your work week, unless you are a shift working firefighter. If you are a shift working firefighter, you will be paid overtime when you work more than 53 hours in your work week. The rate of pay is 1.5 times your normal hourly rate.

COMPENSATORY (COMP) TIME

The City may provide compensatory time (comp time) off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. No employee shall be allowed to accumulate more than a total of 40 hours of compensatory time. After reaching a total of 40 hours compensatory time, all overtime shall be paid in monetary compensation until the total hours of compensatory time drops below a total of 40. The procedure for scheduling compensatory time off is the same as scheduling vacation.

Department Directors shall be charged with maintaining accurate records of compensatory time in their department and providing the Finance Department records of compensatory time as it is earned and taken.

Upon termination of employment, an employee will be paid for unused compensatory time figured at : 1) the average regular rate received by such employee during the last three years of employment; or 2) the final regular rate received by such employee, *whichever is higher.*

In the event a non-exempt employee moves into an exempt position, any accumulated compensatory time owed to them shall be taken within 3 months of becoming exempt and if not taken during the 3 month time frame it shall be paid to them at the end of three months at their current rate of pay.

This compensatory time policy shall not apply to employees that may be assigned to outside agencies, including, but not limited to School Resource Officers. Said employees will adhere to policies and procedures in place at the agency to which they are assigned.