

THE GALION CITY HEALTH DEPARTMENT
PERSONNEL POLICY AND PROCEDURE MANUAL

OVERTIME

SECTION 4.06
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A. POLICY

1. Any employee may be required to work in excess of the normal workday or workweek schedule to fulfill the operational demands of the Department. Non-FLSA exempt employees shall be paid at the rate of one and one-half (1½) times the employee's regular hourly rate of pay for all hours worked in excess of eight (8) in any workday² or forty (40) in any workweek. ~~Overtime will be offered to the most senior classified employees in the department, who are qualified to perform the work. FLSA exempt employees (administrative staff) do not earn overtime pay.~~
2. The standard workweek for employees will be seven (7) consecutive days, beginning Saturday 12:01 a.m. and continuing through Friday 12:00 midnight. Eligibility for overtime shall be based upon all hours actually worked in the normal workweek. Vacation, sick leave, holiday pay or other paid leave time shall not be counted in determining whether an employee has actually worked in excess of forty (40) hours.
3. All employees holding employment in more than one (1) position with the City must notify the Employer in writing of such joint employment. All of the hours worked by the employee are added together to determine overtime compensation.
4. If a ~~non~~-FLSA **non**-exempt³ employee's combined total hours worked for two (2) City agencies/departments exceeds forty (40) hours during the workweek, the employee shall be paid at the rate of time and one-half the weighted average of their two (2) different rates of pay for each hour worked in excess of forty (40) hours.
5. When a ~~non~~-FLSA **non**-exempt employee incurs an overnight stay on City business, time spent traveling and time spent overnight on official City business shall not be considered time worked for purposes of calculating overtime, except to the extent such time coincides with the employee's normal working hours or to the extent the employee is doing actual work (i.e., driving a vehicle, attending meetings).
6. Hours spent by ~~non~~-FLSA **non**-exempt employees at lectures, meetings, training programs and similar activities designed to assist the employee in performing the employee's current job more effectively, are counted as working time for purposes of

2 Just a reminder that the FLSA only requires the payment of overtime after an employee has actually worked in excess of 40 hours in a week, it does not require the payment of overtime for working more than 8 hours in a day.

3 Terminology correction,

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determining eligibility for overtime if such training is required or authorized by the Employer.

However, attendance outside of regular working hours at specialized or follow-up training which is required by law for required certification does not constitute compensable hours of work even if all or part of the costs of the training is paid by the Employer. Likewise, any training courses designed to prepare an employee for advancement to another position shall not be considered compensable hours of work provided the following criteria are met:

- a. Attendance is outside the employee's regular working hours;
 - b. Attendance is voluntary;
 - c. The employee does not perform any productive work while attending the training program.
7. Normally, overtime must be authorized by the Employer or designee in advance of the overtime being worked. However, unusual or emergency circumstances (i.e., emergency call-outs) may require employees to work overtime without having prior authorization of the Employer. Whenever such circumstances occur the Employer shall be notified by the next scheduled workday. Compensation for overtime worked in unusual or emergency instances shall be determined by the Employer.
8. Scheduled overtime which is subsequently cancelled for any reason shall not entitle the employee to overtime compensation.
9. Overtime pay shall normally be paid to the employee on the same date the employee is paid for the regular hours worked in the same pay period. If the calculation of the overtime hours cannot reasonably be calculated within this time frame, such overtime shall be paid with the next regular pay.

Original Adoption Date:___

Revision Date: