

INTRODUCTION

It is the policy of the City of Taft to pay overtime compensation at the rate of one and one-half times base hourly salary or hourly equivalent salary to all employees working in excess of 40 hours in a seven consecutive day work period, except sworn firefighting employees.

Sworn firefighting employees shall be eligible for overtime compensation at the rate of one and one-half base hourly or hourly equivalent salary for hours worked in excess of an average 224 hours during each 27-day work cycle.

Individuals in the following positions shall not be eligible to receive overtime compensation.

City Manager
Finance Director
Director of Public Works
Director of Planning and Building
Chief of Police
Fire Chief
Community Correctional Facility Manager
Municipal Records Administrator

POLICY

1. The seven consecutive day work period for all employees of the City of Taft, except sworn firefighting employees, shall begin at 12:01 a.m. each Sunday and shall continue for a period of 168 consecutive hours ending at 11:59 p.m. the following Saturday.
2. Overtime compensation for non-firefighting employees will be paid for time worked in excess of 40 hours in the seven consecutive day work period.
3. Overtime compensation for sworn firefighting employees will be paid for time worked in excess of an average 224 hours during each 27-day work cycle.
4. Time worked shall not include sick leave time, meal periods and paid absences granted in accordance with City policy unless otherwise agreed by Memorandum of Agreement.
5. All overtime hours shall be authorized by the appropriate department head and shall be reported on the employee's time card in quarter hour increments rounded to the nearest quarter hour. If excess time worked is:

<u>At Least</u>	<u>But Less Than</u>	<u>Overtime Recorded</u>
8 minutes	23 minutes	0.25 hours
23 minutes	38 minutes	0.50 hours
38 minutes	53 minutes	0.75 hours
53 minutes	1 hour, 8 minutes	1.00 hours
1 hour, 8 minutes	1 hour, 23 minutes	1.25 hours

6. Employees shall be compensated at the rate of one and one-half times base hourly salary or hourly equivalent salary for overtime hours defined herein.
7. Overtime compensation may be taken at the discretion of the employee as either pay or time off.
8. Overtime compensation taken as time off must be approved by the appropriate department head.
9. Overtime compensation to be taken as time-off is limited to an 80 hour accrual or, in the case of sworn firefighters, to a six shift accrual.