



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD
2026

DATE: FEBRUARY 2,

FROM: HUMAN RESOURCES DEPARTMENT

**SUBJECT: OVERTIME COMPENSATION FOR EMPLOYEES IN NON-SAFETY
UNREPRESENTED GROUPS AND ADMINISTRATIVE LEAVE APPROVAL
FOR ALL BENEFITTED EMPLOYEES (II-6)**

ISSUE:

Approve revisions to the Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave Approval for all Benefitted Employees Policy (II-6).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave Approval for all Benefitted Employees Policy (II-6).

BACKGROUND:

The Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave Approval for all Benefitted Employees Policy (II-6) was last revised in December 2014. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave Approval for all Benefitted Employees Policy (II-6) has been updated to reestablish clear and consistent guidelines for granting compensation for overtime worked by non-safety unrepresented employees and for the approval of administrative leave.

The policy now includes clearer definitions for unrepresented classifications designated as Level I (Non-Exempt), Level II (Exempt), and Executive Management (Exempt). The compensatory time cap has been increased from 100 to 120 hours as a result of recent negotiations. The Level II and Executive Management designation language has been revised to reaffirm that

classifications within these two categories are FLSA exempt and not eligible for overtime, while clarifying eligibility for administrative leave in lieu of monetary overtime.

Additionally, the administrative leave section has been rewritten to clearly state that administrative leave is not a substitute for overtime and is not hour-for-hour compensation. Instead, it is intended as recognition of exceptional performance. The revision also adds guidance on administrative leave surrounding City holidays, reinforces proper timecard coding requirements, and clarifies the approval authority.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management and the City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Deputy Human Resources Director

Attachments:

Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave Approval for all Benefitted Employees Policy (II-6)