



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-6 Effective Date:

SUBJECT: OVERTIME COMPENSATION FOR EMPLOYEES IN NON-SAFETY UNREPRESENTED GROUPS AND ADMINISTRATIVE LEAVE APPROVAL FOR ALL BENEFITTED EMPLOYEES

PURPOSE:

To establish uniform guidelines for granting compensation for overtime worked by Non-Safety Unrepresented Employees and for the approval of administrative leave.

POLICY:

1. Over-time Compensation for Non-Safety Unrepresented Groups

For the purpose of overtime compensation, Non-Safety Unrepresented job classifications shall be designated as Level I, Level II or Executive Management. In accordance with the Fair Labor Standards Act (FLSA), job classifications must meet specific criteria to be designated as Exempt from over-time compensation. These designations are reflected on the salary schedule as noted next to the job classification, and are defined as follows:

FLSA Designation:	Unrepresented Groups:
Non-Exempt Supervisory	Level I: Confidential, Para-Professional and
Exempt Senior Management	Management Level II: Professional, Management and

A. Level I - This designation applies to those classifications under the Supervisory, Confidential or Para-Professional unrepresented groups .

All Employees in Level I classifications are designated as Non-Exempt under FLSA and shall be paid for scheduled or emergency work beyond regular working hours at the rate of one and one-half (1 ½) times their hourly rate except that emergency overtime work between the hours of midnight and the start of the employee's regular shift shall be paid at the rate of two (2) time their hourly rate.

In lieu of cash payment, an employee may request compensatory time off for overtime worked, subject to approval of the Department Head. Accrual of compensatory time off shall be limited at any point in time to 120 hours of compensatory time which is calculated by multiplying the number of hours of overtime worked by the appropriate factor of 1 ½ or 2. Compensatory time accrued in excess of 42 hours shall be paid at the end of each year.

Except in emergency situations that require the immediate performance of work beyond regularly scheduled hours, all overtime work must be approved in advance by the Department Head.

- B. Level II - This designation applies to those classifications under the Professional, Management and Senior Management unrepresented groups as noted on the salary schedule. All Employees in Level II classifications are designated as Exempt from FLSA and not eligible for overtime compensation.

Employees in Level II classifications may be eligible for administrative leave in accordance with the Fringe and Benefits Salary Plan in addition to section 2 below (time off with full pay and benefits).

- C. Executive Management - This designation shall include all exempt Executive Management who serve at the pleasure of the City Manager and City Council.

Executive Management employees may be eligible for administrative leave (time off with full pay and benefits) and not for other overtime compensation.

2. **Administrative Leave – Approval for all Benefitted Employees**

Administrative leave may be approved for all eligible benefitted employees in recognition of exceptional job performance. Such leave is not intended to be accumulated on an hour-for-hour basis for overtime worked. Instead, such leave may be granted as recognition of exceptional job performance and is awarded at the discretion of the City Manager or designee, for job performance that exceeds the required expectations and requirements of the position. As a guideline, “exceeds the required expectations and requirements” may include consistently working significantly more hours than the standard work week and/or demonstrating exceptionally high quality work.

Administrative leave may also be approved by the City Manager or designee before or after a City observed Holiday for employees who are scheduled to work on those designated days. An employee who has requested and has been approved to be on vacation must code vacation hours and not administrative leave hours for any designated administrative leave around a City observed holiday.

Authority for granting administrative leave is limited to:

The City Manager, or designee, may grant unlimited administrative leave in accordance with the guidelines provided above. Department Heads may recommend administrative leave to the City Manager or designee for employees who demonstrate exceptional performance.

Departments are responsible for maintaining accurate records for overtime and administrative leave as well as the proper coding of time cards to reflect both paid and administrative leave overtime compensation.

Employees must obtain prior approval by their Department Head prior to taking



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time granted under administrative leave.