

City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
City Manager

Number: II-6 Effective Date: 12/14

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

**PURPOSE:**

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

**POLICY:**

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

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

FLSA Designation: ~~Definition~~ Unrepresented Groups:

"1N" Non-Exempt status Confidential, Para-Professional and Supervisory ~~Management Level 1I~~; ~~Non-Exempt~~

"1E" ~~Management Level 1~~; ~~Exempt status~~

"2E" Exempt ~~Management Level 2II~~; ~~Exempt status~~ Professional, Management and Senior Management

- A. First Level I Management - This designation applies to those management classifications under the Supervisory, Confidential or Para-Professional unrepresented groups with either first line supervisory responsibilities ("1E"), or other non-exempt management classifications ("1N").

All Employees in First Level I Management classifications (~~exempt and non-~~

~~exempt~~) 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) times their hourly rate.

In lieu of cash payment, an First Level Management 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 1200 hours of compensatory time which is ~~determined~~ 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 ~~for~~ in emergency situations that requireing the immediate performance of work beyond regularly scheduled hours, all overtime work must be approved in advance by the ~~Department Head~~.

- B. Second Level II Management - This designation applies to those ~~shall include~~ all other management classifications under the Professional, Management and Senior Management unrepresented groups as noted identified on the salary schedule. All Employees in Level II classifications are designated as Exempt from FLSA and not eligible for overtime compensation. with designation "2E" after following the stated job titles and will be limited to those management classifications which that are "exempt" under FLSA.

Employees in Second Level II Management classifications ~~shall~~ 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). ~~and not for other overtime compensation.~~

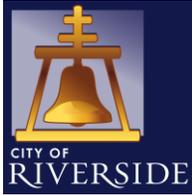
- C. Executive Management - This designation shall include all exempt Executive Management who serve at the pleasure of the City Manager and City Council.

Executive Management employees ~~shall~~ 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 ~~granted approved for~~ all eligible benefitted employees in recognition of exceptional job performance. Such administrative leave ~~shall is not intended to~~ not be accumulated on an hour-for-hour basis for overtime worked, ~~but, rather, instead,~~ such leave ~~shall may~~ be provided granted as recognition of exceptional job performance and is awarded at the discretion of ~~by~~ the City Manager or designee, for job performance beyond that exceeds the average required and expected of expectations and requirements of the position. employees in these and similar classifications. As a guideline, "beyond the average required exceeds the required expectations and requirements" may include consistently working significantly more hours than the normal standard work week and/or demonstrating as well as the performance of exceptionally fine 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



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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, who may grant unlimited administrative leave in accordance with the guidelines based on the \_\_\_\_\_ Guidelines provided above. Department Heads may recommend the granting of \_\_\_\_\_ aAdministrative leave to the City Manager or designee for deserving employees who demonstrate exceptional performance.

Departments are responsible for the maintenance ofmaintaining appropriate accurate records concerning for overtime and administrative leave as well as and the proper preparation coding of time cards to report reflect both paid and administrative leave overtime compensation.

Employees shall must obtain prior approval by their Department Head prior to taking time granted under administrative leave.