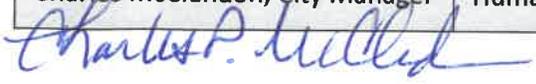


<b>CITY OF CATHEDRAL CITY</b>			<b>HR-AP 03</b>
<b>ADMINISTRATIVE POLICY</b>			
<b>Approved by:</b>	<b>Distributed by</b>	<b>Original Date</b>	
Charles McClendon, City Manager 	Human Resources	August 2017	

**SUBJECT:**

NONEXEMPT EMPLOYEE OVERTIME AND TIME REPORTING POLICY

**PURPOSE:**

To manage the expense of overtime pay, and to provide time reporting requirements for all nonexempt employees.

**POLICY:**

This policy sets forth the City's overtime and time reporting policy and procedures for the City's nonexempt employees. Failure to follow any of these overtime and time reporting policy and procedures is grounds for disciplinary action. Certain City departments, including Police & Fire, may provide their own overtime and time reporting policy and procedures through a memorandum of understanding and/or department policy. If a provision of this policy conflicts with a provision of the memorandum of understanding or department policy, the provision of the memorandum of understanding or department policy shall apply as to the covered employees.

**COVERED EMPLOYEES:**

- **Nonexempt employees** - This policy applies to nonexempt employees. A nonexempt employee serves in a position that the City has designated as "nonexempt" under the Fair Labor Standard Act (FLSA). A nonexempt employee is subject to FLSA's minimum wage, overtime and record keeping requirements.
- **Supervisors/Managers** - Supervisors and managers are required to follow and enforce this policy.

**PROCEDURES AND RESPONSIBILITIES:**

**Timekeeping Record:**

Nonexempt employees are required to maintain an accurate timekeeping record (e.g. time sheet) for each day. The timekeeping record generally includes the following:

- Employee's name and title
- The dates of the pay period
- Recorded time "In" and "Out" in exact minutes
- Hours worked each day
- The employee's and supervisor's signature (or electronic approval)

All hours worked must be accurately recorded in the employee's assigned timekeeping system. Recorded time must accurately reflect all regular and overtime hours worked, absences, late arrivals and early departures. Employees must accurately report all work time to the nearest five minutes.

If an employee's recorded time is not accurate, the employee should immediately notify his/her supervisor. Upon receipt of a paycheck, the employee should verify that the paycheck accurately reflects all regular and overtime hours worked during the pay period.

Any attempt to falsify a time record is strictly prohibited. Any instruction by a manager or supervisor to an employee to falsify a time record is also strictly prohibited. Falsifying a time record may include, but is not limited to, incorrectly or falsely under reporting or over reporting time worked, and altering another employee's time record to inaccurately or falsely report an employee's hours worked. If an employee becomes aware of a falsified time record or an attempt to falsify a time record, the employee should immediately report and notify this to his/her supervisor, a member of management, or the Office of Human Resources.

#### Overtime and Workweek:

A manager or supervisor may authorize overtime to meet operational needs. Overtime shall be administered and paid pursuant to the nonexempt employee's applicable memorandum of understanding and applicable overtime laws. FLSA overtime is all hours actually worked in excess of the employee's designated workweek, e.g. hours actually worked over 40 hours for a 40-hour workweek. FLSA overtime hours are compensated at 1.5 times the employee's regular rate of pay.

A nonexempt employee's workweek generally consists of seven consecutive 24 hour-periods. For a nonexempt employee with a seven-day workweek, the workweek typically begins at 12:01 a.m. on Sunday and ends at Midnight the following Saturday.

#### Off-the-Clock Work:

Nonexempt employees may not perform any "off-the-clock" work or engage in work activities on a volunteer basis. Off-the-clock work may include, but is not limited to, starting work early before work hours, finishing work late after work hours, working during a duty-free meal break, and performing any other extra or overtime work without written pre-authorization, or without reporting the time worked on the time sheet and being compensated for such time.

#### Working While Away From the Workplace:

Nonexempt employees may not perform work while away from their regular workplace without authorization. Working while away from the regular workplace may include, but is not limited to, the use of cell phones, PDAs, laptops, and other mobile devices and home computers (whether owned by the City or the employee) to perform work while away from the regular workplace.

#### Pre-Authorization Required to Work Overtime and Beyond Scheduled Working Hours:

A nonexempt employee may not perform work outside of his/her scheduled work hours without advanced approval from a manager or supervisor. Working overtime or performing work beyond the employee's scheduled working hours without pre-authorization is grounds for disciplinary action. Emergencies may arise that call for an exception to this rule. In the event of such an emergency, an employee may perform the work, but must notify a manager or supervisor as soon as possible, and in no event later than the next business day. If the employee's manager or supervisor denies the request to work overtime, the employee must cease working overtime.