

FINANCE & ADMINISTRATION

SUBJECT		No. FA-609.00
OVERTIME/COMPENSATORY POLICY		Effective Date SEPTEMBER 11, 1995
Issue Date: 09-11-95	Revision Date:	Revision No:

1. PURPOSE

1.1 To ensure that the Finance & Administration Department is in compliance with the City of Houston policy on Compensation: Exempt Employee Compensatory Time, No. 302.00, and to ensure uniformity in practice and procedure.

2. SCOPE

2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration policies, procedures and directives.

3. POLICY

3.1 It is the policy of the City of Houston not to pay overtime or grant compensatory time in lieu of overtime to exempt salaried employees.

3.2 Flexible work schedules for such employees shall be utilized whenever possible to address additional hours worked.

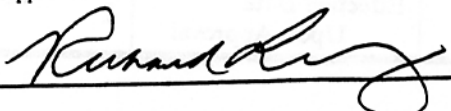
3.3 Supervisors are expected to arrange work hours of their personnel to cover all assigned responsibilities.

3.4 Exempt employees are normally expected to work the time necessary for their particular responsibility and/or assignment. This is essential so that exempt employees can properly manage, delegate, carry out, or otherwise complete assigned tasks.

3.5 In accordance with City Policy Number 302.00 "Salary rates for exempt positions take into account the full responsibilities of the positions and recognize the requirement for some work beyond normal hours and/or the normal work week. It is normally expected that the exempt employee will work additional hours to complete projects as necessary."

3.6 Finance & Administration activities frequently require personnel to work outside of their standard hours.

Approved



Date Approved

9/11/95

Page

1 of 3

OVERTIME/COMPENSATORY POLICY

3.7 During major projects and/or under unusual or emergency circumstances, exempt employees may be granted permission to adjust their normal work time schedules to manage and/or complete an assignment, and/or to provide an adjustment for excessive hours worked under the following provisions:

- 3.7.1 To be considered for an adjusted work schedule, an employee must have worked two hours or more than the regularly scheduled work day per occurrence. Such occurrences must be in response to an emergency situation or to work scheduled by the supervisor.
- 3.7.2 Supervisors should attempt to adjust the schedule within the current forty (40) hour work week. Schedule adjustments must be completed within the subsequent pay period.
- 3.7.3 Any time not used within the specified period will be lost and not recoverable.
- 3.7.4 Schedule adjustments will not be made prior to the additional hours being worked except with approval of the division manager.
- 3.7.5 If an employee is required to be on-call, the time spent on the telephone responding to questions does not entitle the employee to an adjusted work schedule.
- 3.7.6 If any employee is required to come to work to respond to a problem, the time spent traveling is eligible for inclusion in an adjusted work schedule.
- 3.7.7 Schedule adjustments for exempt employees may be made only with the approval of both the supervisor and manager, and subject to restrictions of City Policy 302.

3.8 During lengthy projects requiring extended hours in which flexible scheduling is not an option, it is the supervisor's responsibility to initiate correspondence requesting future compensatory time under City Policy 302.00.

Subject	No. FA-609.00	Page	
	Effective Date Upon Approval	2	of 3
OVERTIME/COMPENSATORY POLICY			

OVERTIME/COMPENSATORY POLICY

3.9 Although it is recognized that on occasion flexible scheduling is necessary to handle holidays, staff shortages and/or unexpected work demands, such approval shall not be made in lieu of proper staff scheduling and planning by the supervisor.

4. PROCEDURE

4.1 Supervisory approval is required for working outside of standard hours.

4.2 It is the responsibility of the employee's immediate supervisor to determine whether circumstances warrant a schedule adjustment and to seek management approval for such adjustment.

Subject	No. FA-609.00	Page
	Effective Date Upon Approval	3 of 3
OVERTIME/COMPENSATORY POLICY		