




City of Olympia Administrative Guidelines

GUIDELINE #12	
Overtime	
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SUPERSEDED: Personnel Rules	
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Administrative Guideline #12 – Overtime

12 Overtime

- 12.1. PURPOSE:** To establish guidelines for providing overtime compensation.
- 12.2. REFERENCE:** Fair Labor Standards Act, 1985 Amendments to the Fair Labor Standards Act (29 U.S.C.) Department of Labor Regulations (29 C.F.R.) See also, City of Olympia, Administrative Guideline 10, Work Schedules.
- 12.3. APPLICATION:** This Administrative Guideline applies to all individuals employed by the City of Olympia unless overtime provisions are established otherwise by contract or statute (e.g., Civil Service Rules, Union Contract, Individual Employment Contract or Memorandum of Understanding.)
- 12.4. POLICY:** As a condition of employment, a City employee may be required to work overtime when determined necessary by the supervisor. Employees will be granted additional compensation for overtime hours worked as provided in the following guidelines.
- 12.5. GUIDELINES:**
- 12.5.1. OVERTIME DEFINED:** Hours worked in excess of forty (40) hours per week (or in excess of the established work week if it exceeds 40 hours) are considered overtime hours.
- 12.5.2. OVERTIME COMPENSATION:** Compensation for overtime hours will be at the rate of one and one-half (1.5) times the base hourly rate of pay. If two or more overtime or other rates are applicable to the same time worked, no pyramiding or adding together of such overtime or other rates is allowed, and only the higher of the applicable rates shall apply.
- 12.5.3. COMPENSATORY TIME OFF – ALLOWED:** City employees who are required to work overtime may elect, with the approval of their supervisor, to receive compensation in the form of hours off, rather than pay.
- 12.5.4. COMPENSATORY TIME OFF – RATE/ACCRUAL:** Compensatory time off will accrue at the rate of one and one-half (1.5) hours of compensatory time off for each overtime hour worked. An employee may accrue a maximum of eighty (80) hours. When an employee has accrued the maximum number of hours, any additional overtime worked will be paid at the overtime rate.
- 12.5.5. SCHEDULING COMPENSATORY TIME OFF:** The scheduling of compensatory time off is at the discretion of the supervisor. The supervisor must, however, allow the use of compensatory time within a reasonable period unless the employee's absence would unduly disrupt operations.

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12.5.6. CALL BACK: Non-exempt employees who are called back to work after regularly scheduled hours, requiring additional travel to and from work are entitled to a minimum of two (2) hours of overtime compensation. Travel time to and from work is not compensated. Non-exempt employees who are called or otherwise contacted about work related matters after regularly scheduled hours that don't require returning to work to resolve are entitled to a minimum of 30 minutes of overtime compensation.

12.5.7. ON-CALL/STANDBY: Non-exempt employees who are on call or standby to return to work will receive a minimum of \$1.50 per hour for every hour so assigned outside their normal work hours. Non-exempt employees who are on call or standby to return to work may be entitled to overtime compensation if the ability of the employee to use the time for his/her own purposes is substantially limited. On-call plans must be reviewed by the Human Resources Department prior to implementation to determine if time should be paid at the overtime rate.

12.5.8. OVERTIME EXEMPTION: For some positions, overtime is considered part of the job and does not justify overtime pay. A list of exempt positions will be prepared annually by Human Resources.

12.5.9. INFORMAL LEAVE FOR EXEMPT POSITIONS: For exempt positions, informal paid leave may be taken in recognition of the time demands of the positions, as mutually agreed by the employee and the department director or his/her designee.

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