



Date: 06/15/06

## Overtime Compensation for Part-time Employees

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**I. Purpose**

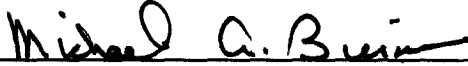
This policy establishes that department directors and or designated managers or supervisors may authorize the payment of overtime for non-exempt part-time employees subject to the provisions of the Fair Labor Standards Act (FLSA) and not covered by a Memorandum of Understanding or Compensation Plan.

**II. Policy**

The FLSA provides that a non-exempt weekly or hourly-paid employee, who works more than 40 hours in a work week, must be paid an overtime rate of one and one-half times his/her regular hourly rate of pay for time worked in excess of 40 hours in the work week.

When a non-exempt part-time employee is required to work in excess of his/her regularly scheduled 8, 9 or 10 hour day or is required to work on a non-scheduled day but works less than 40 hours in a work week, directors, managers or supervisors may authorize the payment of overtime.

Approved:



Michael A. Bierman, City Manager



Date

Established: 06/15/2006