

**SECTION 31.09 WORK WEEK AND OVERTIME**

The workweek for all full-time employees of the City shall be forty (40) hours.  
Ord. 240-04

**Section 31.09.1 Overtime.**

(A) All employees, except those specified in Section 31.09.2, shall be compensated at the rate of time and one-half for work performed or compensated in excess of forty (40) hours per week except sick days per Section 31.14, and for all hours worked or compensated in excess of the regular weekly forty (40) hours scheduled except sick days per Section 31.14.

(B) All time worked when called back after normal daily working hours or on a regular day off, including holidays, shall be compensated at the rate of one and one-half times his regular rate of pay. The employee may elect to receive compensatory time, pursuant to Section 31.09.1(C).

(C) If any employee elects to take compensatory time in lieu of overtime pay for overtime worked, such compensatory time will be accumulated except that such accumulated compensatory time earned shall not exceed one hundred and twenty (120) hours during the year. Each hour of overtime work shall be compensated by one and one-half hours of compensatory time off. The appointing authority must approve such time off. At any time an employee may elect to cash in all or part of his accumulated compensatory time with proper notification to the Finance Department. Any hours accumulated in excess of one hundred (100) hours shall be paid to the employee at the end of each calendar year.

(D) When a basis workday includes a shift premium, the premium will be considered part of the regular rate of pay for the purposes of computing overtime.

(E) Any employee called back after normal daily working hours or on a regular day off, including holidays, for a court appearance, shall be paid a minimum of three (3) hours at a rate of one and one-half times the regular rate of pay, provided the employee first contacts the court not more than twenty-four (24) hours in advance to confirm the date and time of the court appearance.

(F) Any full-time employee called back for an emergency after normal working hours, on a regularly scheduled day off, or on a city observed holiday, shall be paid a minimum of two (2) hours at one and one-half times the regular rate of pay. All call back time must be approved by the department head and appointing authority.

All part-time firefighters that are scheduled to work or are called to respond to an emergency call on the following holidays, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, or New Year's Day, shall be paid double-time for each hour worked with a minimum of one (1) hour. All call back time must be approved by the department head and appointing authority. (Ord. 85-04, 209-05 retroactive to 6-1-02, Ord. 162-21, retroactive to 9-1-2021)

**Section 31.09.2** Employees Not Receiving Overtime Pay.

(A) The following employees will be considered salaried, and as such, will be ineligible for additional compensation in accordance with Section 31.09.1. They will be eligible for all other benefits of full-time City employees.

Administrative Office Manager

Building Official

Clerk of Council

Economic Development Director

Engineer

Fire Chief

Parks and Recreation Director

Community Development Director

Recreation Center Director

Police Chief

Service Director

(Ord. 56-04, 273-05, 47-06, 88-06, 26-07, 112-09, 170-10, 22-11, 25-11, 102-20)

**Section 31.09.3** Regulations Concerning Overtime.

(A) No department head shall require employees in his department to work over the stipulated number of hours per week, or to work in excess of eight (8) hours in any one-day or basic work day, unless authorization from the respective appointing authority is obtained.

(B) All work performed in excess of the standard work week must be authorized in advance by the respective appointing authority.