

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Overtime Policy

CONTENTS

I. Policy

Approval: 
City Administrator

Date: 2/10/15

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

Overtime Policy

I. Policy

Non-exempt employees, with the exception of law enforcement, receive overtime pay at 1.5 times their regular hourly rate for all hours worked in excess of 40 in one week. Law enforcement personnel receive overtime premium pay after 86 hours worked in 14 days.

Employees must accurately record all hours worked and must have worked all hours recorded. Employees may not work "off the clock," and employees may not work overtime without the permission of their supervisor except in cases of emergency.

Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the work week. Such employees do not receive overtime pay. However, the City Administrator may grant additional paid time off to exempt employees who have worked unusual amounts of time in excess of the normal schedule, but no exempt employee has a right to such additional paid time off. There is no payment for such additional time upon termination.