

Section 2. Exempt Status. Employees who are exempt in accordance with the Fair Labor Standards Act are not eligible for overtime. If you have any questions or concerns regarding your exempt status, or you believe a deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Director of Human Resources, or the City Attorney, who can assist you in understanding the information that is required in order to investigate the matter.

The City is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time, given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the City will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

ARTICLE III

HOURS OF WORK/SCHEDULES/OVERTIME

Employees working an 8 hour shift will be granted a minimum of a 30 minute unpaid lunch period. Employees who do not have a permanent work station may be granted a 20 minute paid lunch period in lieu of a 30 minute unpaid lunch period at management's discretion when it is of benefit to the City.

The work cycle for non-exempt sworn police officers and firefighters is on a cycle as posted on the work schedule. The workweek for all other employees is Sunday through Saturday.

Section 1. Schedule Changes. All schedule changes will be made as soon as practicable and before the end of the current shift for changes to the next shift start time whenever possible. Any work performed on a changed schedule with less than a three hour notice prior to the previously scheduled start time will be paid at time and one-half for all time worked outside of the previously scheduled start and end times.

Section 2. Overtime. Management will follow a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act. note, Selection of individuals for overtime opportunities will be based on employee qualification and capability as it relates to the duties to be performed. Paid leave time will not count as hours worked for overtime purposes. All overtime must be approved in advance by management. Exempt employees are not eligible for overtime. There will be no pyramiding (creation of an overtime situation when such compensable time would otherwise have been at the regular rate of pay) of overtime. Management reserves the right to apply overtime premium pay to overtime pay required under the FLSA. Police Lieutenants are eligible for overtime pay after 8 hours worked in one day.

Section 3. Call-In. Employees called in to work outside of their regular schedule or changed schedule, will receive a minimum of two hours pay at time and one half of their regular rate of pay for all hours worked outside of their regular or changed schedule. Management will determine which employee(s) to call-in depending upon the nature of the work to be performed.

Section 4. Compensatory Time. Compensatory time for additional hours worked may be accrued to a maximum of 40 hours (240 hours for Police Lieutenants) by mutual agreement of management and the