FAIR LABOR STANDARDS

1. **Purpose**

This regulation provides general information concerning the application of the Fair Labor Standards Act (FLSA). The FLSA contains minimum wage, overtime pay and record keeping requirements, and restricts child labor.

2. **Miscellaneous Policies**

A. A work week for all employees (excluding Police and Fire personnel) shall be the seven calendar days beginning at 12:00 a.m. Saturday and ending 12:00 a.m. the following Saturday.

B. A work day (excluding employees working shift or platoon schedules) shall begin at 8:00 a.m. and end at 4:30 p.m.

C. Police Officers may work up to 171 hours in a 28-day period at straight time.

D. Fire protection employees may work up to 212 hours in a 28-day period.

E. Employees will be allowed to be at their work sites prior to starting time and after departure time but shall not be permitted to work without the permission of their immediate supervisor. Assignment of work to be done at home is prohibited unless authorized by the employee's immediate supervisor.

F. If compensatory time off in lieu of paid overtime is authorized by the Department Head, the following guidelines will be followed:

1) Compensatory time shall be earned at the rate of time and one-half actual number of hours required to work to complete the job.

2) Compensatory time off shall be scheduled at the discretion of the Department Head or his/her authorized representative.

3) Compensatory time off shall be taken no later than thirty (30) calendar days after it is earned. Employees leaving City employment, for any reason, shall use or be compensated for accumulated compensatory time prior to separation.

4) Compensatory time earned or taken each week shall be recorded on COMPENSATORY TIME REPORT forms and submitted to the Human Resources Department. Forms for reporting compensatory time are available from the Human Resources Department.

G. Department Heads and Division Heads are exempted from provisions of Paragraph 2.F.

H. All employees shall be shown on the payroll attendance with the symbol "A" whenever absent with pay; i.e. attending conferences, workshops, educational classes, jury duty, etc.

I. Training programs (including school classes) and lectures involving employee's attendance and/or travel outside employee's regular working hours must be approved by the Department Head and Human Resources Director before attendance is authorized.

J. A record, by department, will be maintained for any time trades made by their department employees.

This regulation supersedes Administrative Regulation No. 1-4, effective February 15, 1986.