

ARTICLE IV

WORK SCHEDULES AND OVERTIME

1. OVERTIME - MOU

a. Overtime shall be defined as hours worked in excess of the regularly scheduled daily work shift or (a) forty (40) hours per week for employees assigned to work a 5/8 or 4/10 work schedule, or (b) eighty (80) hours in a two-week period for those employees assigned to work any other work schedule. Except as provided below, hours worked shall include all authorized paid leaves of absence. This overtime (MOU) shall be accrued at a rate of 1-1/2 times base pay with the following exceptions:

- (1) court alert pay shall be at straight time;
- (2) straight-time pay shall be paid when an employee is sent to a training institution/class and is relieved of normal duties during the training period;
- (3) holiday pay paid at straight-time rate.
- (4) Employees may choose to be paid this overtime (MOU) or bank it into the compensatory time bank (MOU) up to a maximum of _____ hours.

2. OVERTIME – FLSA

The City has designated a twenty-eight (28) day work period for the purposes of calculating Fair Labor Standards Act (FLSA) overtime pay. At the end of the 28-day cycle, all FLSA overtime is payable.

All overtime compensation that is required by an application of the Fair Labor Standards Act (FLSA) for employees covered by this agreement shall be calculated at the rate of one and one-half times the employee's regular rate of pay, as defined in the FLSA, provided that, in making those calculations, the City shall be entitled to offset any overtime (MOU) compensation provided pursuant to this contract during the applicable work period that was not required by the FLSA. Police Sergeants shall be paid as if the FLSA requirements were applicable to them pursuant to the method set forth above. Beginning July 3, 2004, all FLSA overtime shall be paid and cannot be banked.

3. COMPENSATORY TIME BANK - (MOU)

Beginning on July 3, 2004, the compensatory time bank system will change. At that time, all hours in employees' existing compensatory banks will be converted to cash.

a. Beginning on July 3, 2004, employees may be allowed to accrue only Overtime

If for some specific reason an employee wishes to accrue compensatory time in excess of the limits established herein, he/she must submit a request in writing to his/her department listing these reasons. The Police Chief and City Manager shall review and may grant such request if it is in the best interest of the City. The excess of the limit shall be determined by the Police Chief and the City Manager.

- b. During any pay period, an employee may request a cash out of any time in their compensatory time bank (MOU). However, in February of each year, this compensatory time bank shall be cashed out down to a maximum of _____ hours.