

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 03	Compensation		
Section 04	Overtime Management		
Revised By:	Nate Mara, City Manager	Revised Date:	October 27, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

03.04 Overtime Management

Purpose. To establish clear guidelines for the authorization, calculation, and payment of overtime for municipal employees, ensuring compliance with federal and state wage laws while supporting operational needs and fiscal responsibility.

A. General Provisions

- a. The City compensates non-exempt employees for overtime in accordance with the Fair Labor Standards Act (FLSA) and applicable state law.
- b. Exempt employees are generally not eligible for overtime pay. However, in the event of a declared disaster, the City Manager or Emergency Management Coordinator or their designee may authorize overtime compensation for exempt employees designated as emergency essential.

B. Non- Exempt Employees

- a. Scheduling and Assignment
 - i. Overtime may be assigned when operational needs cannot be met during regular working hours.
 - ii. Supervisors will provide advance notice of mandatory overtime when feasible.
 - iii. Overtime assignments will be distributed as equitably as practical among qualified employees.
 - iv. Refusal or failure to work mandatory overtime may result in disciplinary action, up to and including termination.
 - v. Overtime work is subject to the same attendance and conduct standards as regular work hours.
- b. Unauthorized Overtime
 - i. Employees who work overtime without proper authorization may be subject to disciplinary action, up to and including termination.

C. Overtime Pay Calculation

a. Standard Rate

- i. Non-exempt employees are compensated at 1.5 times their regular hourly rate for hours worked in excess of 40 during the City's defined workweek.
- ii. The City's workweek begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m.
- iii. The regular hourly rate includes all applicable pay incentives.

b. Public Safety Personnel

- i. Certain public safety employees may receive overtime based on their department's adopted work cycle under Section 207(k) of the Fair Labor Standards Act (FLSA).

c. Exclusions from Hours Worked

- i. The following types of leave are not counted as hours worked for overtime eligibility:
 - Paid Time Off (PTO)
 - Jury duty leave
 - Witness duty leave
 - Bereavement leave
 - Paid holidays
 - Any other approved leave of absence

D. Single-Paycheck Overtime Disbursement

- a. All earned overtime hours must be reported and paid in the pay period in which they are worked.
- b. Departments are prohibited from splitting overtime compensation across multiple paychecks or deferring payment without documented justification approved by the Finance Director or designee.
- c. Any exception due to payroll system constraints must be communicated in writing and will be resolved within the next pay cycle.

E. Equitable Overtime Access

- a. Supervisors must ensure that overtime opportunities are distributed fairly among eligible employees, avoiding patterns of disproportionate assignment to select individuals.
- b. Departments shall maintain a rotating or needs-based overtime assignment log to support transparency and prevent favoritism or overreliance on specific staff.
- c. Employees must meet eligibility criteria (e.g., availability, qualifications, performance standards) to be considered for overtime assignments.

F. Oversight and Compliance

- a. The Finance Department will conduct periodic audits of overtime records to ensure compliance with this policy.
- b. Any department found to be in violation may be subject to corrective action, including reimbursement of improperly deferred wages and administrative review.
- c. Employees may report concerns regarding overtime distribution or payment delays to Human Resources without fear of retaliation.

G. **Policy Review.** This policy shall be reviewed periodically by the Human Resources Department, Finance Department, and the City Manager to ensure continued compliance with legal standards and alignment with operational needs. Recommended updates shall be submitted for Council approval as needed.