

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 52.020 - OVERTIME

Date:	February 11, 2020
Revision No.:	1
Supersedes:	November 5, 1992
First Adopted:	November 5, 1992

POLICY:

Overtime must be approved in advance by the Division Director, except for emergency work. Overtime will be paid to the nearest fifteen (15) minute increment.

The Department shall pay overtime compensation or provide compensatory time off to non-exempt employees as established in the appropriate Memorandum of Understanding (MOU). Exempt employees are not eligible for overtime unless specifically provided for in the appropriate MOU.

An employee who works unapproved overtime will be paid for any overtime actually worked, but will be subject to disciplinary action, up to and including termination, for violation of this policy.

PROCEDURE:

All non-emergency overtime must be preapproved by the Division Director. Preapproval of overtime is not required for work necessary to protect public health and safety.

Overtime will be counted to the nearest fifteen (15) minutes of time worked.

Example 1: An employee works from 5:00 p.m. to 6:08 p.m., which is 1-hour and 8-minutes of actual work time. The employee should put 1-hour and 15-minutes as overtime on the timecard.

Example 2: An employee on call-out works from 8:07 p.m. to 10:51 p.m., which is 2-hours and 44-minutes. The overtime on the timecard should be 2-hours and 45-minutes.

Preapproved overtime starts when the work begins. Overtime for an employee responding to an emergency service call during non-working hours is recorded from the time the employee received the call and ends at the time of return to his/her place of residence.

When rounding to the nearest 15-minutes of overtime worked, use the following method: 1-7 minutes worked, round down; 8-14 minutes worked, round up.

Policy Review

Established:	<u>11/5/1992</u>
No changes:	<u>7/2018</u>
No changes:	<u>7/2019</u>
Revision Board approved:	<u>2/11/2020</u>
No changes:	<u>7/2021</u>
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