



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

*Brenda G. DiDomenico*  
Human Resources Director  
*Sam Boyd*  
City Manager

Number: II-6 Effective Date: 12/14

**SUBJECT: OVERTIME COMPENSATION FOR NON-SAFETY MANAGEMENT EMPLOYEES AND ADMINISTRATIVE LEAVE**

**PURPOSE:**

To establish uniform guidelines for the granting of compensation for overtime worked by Non-Safety Management Employees and for the granting of administrative leave.

**POLICY:**

**1. Over-time Compensation for Non-Safety Management**

For purposes of overtime compensation, Non-Safety Management job classifications shall be designated as First Level Management, Second Level Management or Executive Management. In accordance with the Fair Labor Standards Act (FLSA), job classifications must meet specified criteria to be designated as Exempt from over-time compensation. The following designations are used on the salary schedule following the stated job classification, and are as follows:

Designation:	Definition:
"1N"	Management Level 1. Non-Exempt status
"1E"	Management Level 1. Exempt status
"2E"	Management Level 2. Exempt status

- A. First Level Management - This designation applies to those management classifications with either first line supervisory responsibilities ("1E"), or other non-exempt management classifications ("1N").

All Employees in First Level Management classifications (exempt and non-exempt) shall be paid for scheduled or emergency work beyond regular working hours at the rate of one and one-half (1 ½) times their hourly rate except that emergency overtime work between the hours of midnight and the start of the employee's regular shift shall be paid at the rate of two (2) time their hourly rate.

In lieu of cash payment, a First Level Management employee may request

compensatory time off for overtime worked, subject to approval of the department head. Accrual of compensatory time off shall be limited at any point in time to 100 hours of compensatory time which is determined by multiplying the number of hours of overtime worked by the appropriate factor of 1 ½ or 2. Compensatory time accrued in excess of 42 hours shall be paid at the end of each year.

Except for emergency situations requiring the immediate performance of work beyond regularly scheduled hours, all overtime work must be approved in advance by the department head.

- B. Second Level Management - This designation shall include all other management classifications identified on the salary schedule with designation "2E" after the stated titles and will be limited to those management classifications which are "exempt" under FLSA.

Employees in Second Level Management classifications shall be eligible for administrative leave in accordance with section 2 below (time off with full pay and benefits) and not for other overtime compensation.

- C. Executive Management - This designation shall include all exempt Executive Management who serve at the pleasure of the City Manager and City Council.

Executive Management employees shall be eligible for administrative leave (time off with full pay and benefits) and not for other overtime compensation.

## 2. Administrative Leave

Administrative leave may be granted to eligible employees in recognition of exceptional job performance. Such administrative leave shall not be accumulated on an hour-for-hour basis for overtime worked, but, rather, such leave shall be provided as recognition, by the City Manager, for job performance beyond the average required and expected of employees in these and similar classifications. As a guide, "beyond the average required" may include working significantly more hours than the normal work week as well as the performance of exceptionally fine work.

Authority for granting administrative leave is limited to:

The City Manager who may grant unlimited administrative leave based on the Guidelines provided above. Department Heads may recommend the granting of Administrative leave to the City Manager for deserving employees.

Departments are responsible for the maintenance of appropriate records concerning overtime and administrative leave and the proper preparation of time cards to report both paid and administrative leave overtime compensation.

Employees shall obtain prior approval by their department head prior to taking time granted under administrative leave.