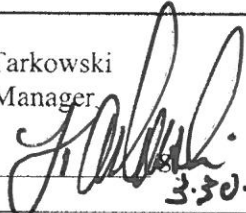


**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
COMPENSATORY TIME AND OVERTIME		PERSONNEL	
Effective Date:	Number:	Page:	
March 26, 2015 Res. No. 1908	2-06	1 of 3	
Supersedes:		Approved By:	
November 18, 2004 Res. No. 1315, 11/18/2004		Larry Tarkowski Town Manager	
		Date:  3.30.15	

1.0 POLICY

1.1 Department directors shall establish, in conjunction with the Town Manager, internal procedures for the review and approval of overtime within their areas. Overtime work shall be authorized only when absolutely necessary. Non-exempt employees are not permitted to work more than forty (40) hours during a workweek unless the additional work is authorized in advance by the supervisor. Employees may be required to work additional hours and may be scheduled for flexible working hours so that no more than forty (40) hours are worked in a workweek.

2.0 PURPOSE

2.1 It is the purpose of this overtime policy to protect the interests of the Town of Prescott Valley and its employees by providing standards for overtime compensation. This policy is designed to be consistent with the Fair Labor Standards Act (FLSA). As defined by the FLSA, overtime work is actual time worked beyond forty (40) hours in any one workweek. General leave, compensatory hours taken, and other leave hours (excluding the initial hours missed due to an industrial accident/injury) in any workweek do not count toward the forty (40) hours worked. For the purpose of calculating overtime and/or compensatory time, holiday hours will be considered as time worked.

3.0 APPLICABILITY

3.1 All non-exempt employees.

4.0 REFERENCE

4.1 Fair Labor Standards Act

4.2 Arizona Revised Statutes

5.0 ADMINISTRATION

5.1 Compensatory Time. Except as set forth in Section 5.2 below, the Town will provide compensatory time off in lieu of paid overtime compensation with respect to all non-exempt employees who work in excess of forty (40) hours in any workweek.

5.2 Paid Overtime. The following are bona-fide circumstances that will result in paid overtime unless the employee requests and receives approval for compensatory time in lieu of paid overtime. These situations must be required and, except for emergencies, approved in advance by written authorization from the department director and concurrence by the Town Manager.

- Emergency call-ins (i.e., under special circumstances that do not constitute activities that would be conducted in the course of an employee's daily work activities).
- Court appearances in excess of 40 hours (sworn police personnel).
- Special event/activity assignments in excess of 40 hours (i.e., concerts)
- Any work performed in a workweek that is in excess of 40 hours and the employee's accrued compensatory time is already at the maximum allowed.

5.3 Rate of Accrual. For each hour worked in excess of forty (40) hours in a workweek, employees receive one and one-half (1½) hours of compensatory time or, as provided under Section 5.2, paid overtime.

5.4 Maximum Compensatory Time Accrual. Employees may accrue up to forty (40) hours of compensatory time unless otherwise modified by a Memorandum of Understanding and/or as approved by both the department director and Town Manager.

5.5 Use of Compensatory Time.

Employees may use their accrued compensatory time at their discretion by requesting time off in accordance with all normal leave policies. The Town may also require employees to accept cash payment instead of receiving compensatory time where funds are available and workloads do not permit the time off.

Because non-exempt employees are eligible for compensatory time payment upon termination under the FLSA, such employees may be required to take compensatory time off before being allowed to take general leave time off.

The Town shall pay an employee for accrued compensatory time, if any, upon termination of the employee or before the status of the employee changes from non-exempt to exempt.

5.6 Scheduling Overtime. Supervisors should ensure that overtime work of non-exempt employees is kept to a minimum. A supervisor or department director

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must maintain accurate daily and weekly records of actual hours worked and time charged to paid or unpaid leave for each non-exempt employee.

- 5.7 Exempt Employees. Employees exempt from the overtime provisions of the FLSA shall not receive compensatory time credit.