

	Administrative Regulation	
	<b>Exempt Employee Time Management</b>	
	Policy#	4.3
	Effective:	04/26/2024
	Revised:	03/10/2025
	Owner:	Human Resources

## PURPOSE:

To establish clear guidelines and expectations for exempt employees regarding effective time management practices within the organization.

## SCOPE:

This regulation applies to all exempt positions as defined by the Fair Labor Standards Act (FLSA). Represented employees should also refer to their collective bargaining agreements.

## POLICY:

Exempt employees, with limited exceptions, are not eligible for compensation or compensatory time off for hours worked beyond their budgeted Full-Time Equivalent (FTE) status. Instead, exempt employees receive one additional week of vacation or paid time off annually.

Exempt employees are generally expected to work standard business hours. However, weekly work hours may vary based on responsibilities. Accepting an exempt position with the City acknowledges that job duties may require working more than 40 hours per week.

Exempt employees have the flexibility to manage their work schedules in alignment with job demands and operational needs. This flexibility may include occasional remote work, adjusted start and end times, or modifications to accommodate personal obligations or unforeseen circumstances. Employees are expected to communicate any schedule variations proactively to their supervisor.

## PROCEDURE:

### 1. Timecard Coding

- 1.1. Employees must accurately record daily hours worked. If scheduled for 8 hours but work 9, they must record 9 hours.
- 1.2. Employees must use accrued leave for any hours worked below their budgeted FTE in a single workweek. If hours worked exceed their budgeted FTE in a workweek, the additional hours may be coded as unpaid hours using the payroll code of E40.

## 2. Police Command Staff Exceptions

### 2.1. Police Sergeants - Overtime for Hours Beyond the Regularly Scheduled Shift

2.1.1. Patrol Sergeants will be compensated at one-and-a-half (1.5) times their hourly rate for time worked beyond their scheduled shift, excluding time spent preparing briefing materials and shift transfer duties with the on-duty sergeant.

### 2.2. Police Lieutenant - Operational Overtime

2.2.1. Police Lieutenants will be compensated at one-and-a-half (1.5) times their hourly rate for time worked beyond their scheduled shift when required to be present at a major event. Overtime eligibility requires approval by the Chief.

## 3. Timecard Examples

### 3.1. Regular Hours Worked Over 40 – An employee works 45 hours in one week.

*Earning Code	Location	Activity	Rate ID	Sun 5/5	Mon 5/6	Tue 5/7	Wed 5/8	Thu 5/9	Fri 5/10	Sat 5/11	Hours Week-To-Date		
REG	130	Gen Fd-HR-Dept Admin			9.00	9.00	9.00	9.00	4.00		40.00	+	-
PTO	130	PTO										+	-
E40	130	> 40 hrs worked (exempt)							5.00		5.00	+	-

### 3.2. Leave Hours Used – An employee takes two full days of leave and works 27 hours. The leave hours must be adjusted to account for the 3 hours worked beyond 40.

*Earning Code	Location	Activity	Rate ID	Sun 5/5	Mon 5/6	Tue 5/7	Wed 5/8	Thu 5/9	Fri 5/10	Sat 5/11	Hours Week-To-Date		
REG	130	Gen Fd-HR-Dept Admin					9.00	9.00	9.00		27.00	+	-
PTO	130	PTO			8.00	5.00					13.00	+	-
E40	130	> 40 hrs worked (exempt)										+	-

### 3.3. Holiday, Leave, and E40 – An employee takes 2 days of leave adjacent to a holiday and then works additional hours, resulting in a 42-hour workweek. The number of leave hours may be reduced accordingly.

*Earning Code	Location	Activity	Rate ID	Sun 5/5	Mon 5/6	Tue 5/7	Wed 5/8	Thu 5/9	Fri 5/10	Sat 5/11	Hours Week-To-Date		
REG	130	Gen Fd-HR-Dept Admin						9.00	7.00		16.00	+	-
PTO	130	PTO			8.00	8.00					16.00	+	-
E40	130	> 40 hrs worked (exempt)							2.00		2.00	+	-
HOL	130	Holiday - City Paid					8.00				8.00	+	-

**DEFINITIONS:**

1. ***“Exempt Employee”*** is an employee who is not legally entitled to overtime pay, regardless of hours worked. The Fair Labor Standards Act (FLSA) establishes rules determining which employees qualify for overtime pay.
2. ***“Fair Labor Standards Act”*** is a U.S. labor law that establishes minimum wage standards and requires overtime pay at "time-and-a-half" for non-exempt employees working over 40 hours a workweek.
3. ***“Budgeted FTE”*** refers to the number of hours allocated for an employee's work within a fiscal year based on budgetary and operational needs. It represents the expected workload for a full-time position, regardless of actual hours worked.
4. ***“Pay Code E40”*** is a payroll designation used to track to track additional hours worked beyond their budgeted FTE. This code services as a record-keeping tool but does not entitle employees to additional compensation or time off.

**RESOURCES:**

N/A