

	<i>Administrative Regulation</i>	
	Policy#	4.02
	Effective:	04/26/2024
	Revised:	01/01/2026
	Owner:	Human Resources

## EXEMPT EMPLOYEE TIME MANAGEMENT

**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

**PURPOSE:**

To establish clear expectations and consistent practices for ***Exempt Employees*** regarding time tracking, work schedules, and accountability.

**SCOPE:**

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

**POLICY:**

*Exempt Employees*, with limited exceptions, are not eligible for overtime pay or compensatory time off for hours worked beyond their budgeted ***Full-Time Equivalent (FTE)***. Instead, they receive one additional week of vacation or paid time off each year. Employees in the ***Police Command Staff*** classifications have separate overtime and administrative-day provisions described in Step 2.

Employees are expected to work during standard business hours, weekly hours may vary based on ***Operational Needs*** and professional responsibilities. By accepting an exempt position, employees acknowledge that their duties may occasionally require more than forty (40) hours of work in a week.

Employees have flexibility to manage their schedule based on job demands and *Operational Needs*. This may include occasional remote work, adjusted start or end times, or other modifications. Employees are expected to communicate schedule changes to their supervisor in advance and ensure that departmental needs are met.

**PROCEDURE:**

**1. Timecard Coding**

- a. Employees must record the ***Actual Hours Worked*** each day. For example, if an employee is scheduled for eight (8) hours but works nine (9), nine (9) hours must be reported.
- b. If an employee works fewer hours than their budgeted (*FTE*) in a single workweek, accrued leave must be used to cover the difference.
- c. If hours worked exceed their budgeted *FTE*, the additional hours should be coded as unpaid time using payroll code ***E40***.

**2. Police Command Staff Exceptions**

**A. Police Sergeants -Overtime for Hours Beyond the Regularly Scheduled Shift:**

- a. Patrol Sergeants are compensated at one and one-half (1.5) times their hourly rate for hours worked beyond their **Scheduled Shift**, excluding routine briefing preparation and shift transition with the oncoming sergeant.

**B. Police Lieutenant - Operational Overtime:**

- a. Police Lieutenants may receive overtime compensation at one-and-a-half (1.5) times their hourly rate when required to attend major events.
- b. Overtime must be pre-approved by the Police Chief.

**C. Police Sergeants – Paid Administrative Day:**

- a. Police Sergeants receive one paid **Administrative Day** off per month. The day must be used within that month and does not carry over.
- b. The **Administrative Day** compensates for unpaid work associated with briefing preparation and shift-transfer responsibilities.

**3. Timecard Scenarios**

**A. Regular Hours Worked Over 40:**

- a. Example: An employee works forty-five (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	+	-

**B. Leave Hours Used:**

- a. Example: An employee takes two (2) full days of leave and works twenty-seven (27) hours. Total time must equal their *FTE*. Because the employee worked three (3) hours beyond a forty (40) hour week, leave usage must be reduced by three (3) hours.

*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)										+	-

**C. Holiday, Leave, and E40**

- a. Example: An employee takes two (2) days of leave adjacent to a holiday and then works additional hours, resulting in a forty-two (42) hour workweek. Leave hours must be reduced

by two (2) to reflect *Actual Hours Worked*.

*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:**

***Actual Hours Worked:***

All hours during which an *exempt employee* performs duties on behalf of the City, whether on-site or approved remote work, as recorded on the employee’s timecard.

***Administrative Day:***

A paid day off provided to Police Sergeants each month as described in Step 2.3. The administrative day compensates for routine briefing preparation and shift-transfer responsibilities performed outside scheduled work hours.

***Full-Time Equivalent (FTE):***

The number of hours allocated to a position in the City’s budget, based on *Operational Needs*. A full-time Budgeted *FTE* generally equals forty (40) hours per week.

***Exempt Employee:***

An employee who is not legally entitled to overtime pay, regardless of hours worked. Exempt status is determined by the Fair Labor Standards Act (*FLSA*) based on specific job duties and salary requirements.

***E40:***

A payroll code used to track hours worked beyond an employee’s budgeted *FTE*. This code is for recordkeeping purposes only and does not entitle employees to additional compensation or leave.

***Fair Labor Standards Act (FLSA):***

A federal labor law that establishes minimum wage standards and requires employers to provide overtime pay at one and one-half (1.5) times the regular rate of pay for non-exempt employees who work more than forty (40) hours in a workweek.

***Police Command Staff:***

Refers to employees in the Police Sergeant and Police Lieutenant classifications who have unique scheduling, overtime, and administrative-day provisions outlined in this regulation.

***Operational Needs:***

Conditions or circumstances in which staffing, service delivery, or public safety requirements determine when and how an employee must perform work.

***Scheduled Shift:***

The hours an employee is assigned to work during their regular workweek, excluding activities such as briefing preparation, shift-transition responsibilities, or other incidental pre- or post-shift duties.

**RESOURCES:**

N/A