

CITY OF ROCHESTER ORGANIZATIONAL POLICY

WORKING HOURS, ATTENDANCE AND OVERTIME PAY

Purpose

The City of Rochester is committed to providing accessible services to the public. Therefore, the intent of this policy is to establish parameters regarding non-exempt employee work schedules, overtime hours, and meal/rest breaks as well as to establish attendance expectations for all City employees.

Work Schedule

The standard workweek shall be five eight-hour days worked consecutively within a seven day period and all hours worked in excess of 40 hours per week shall be referred to as "overtime".

The standard workday shall be comprised of eight hours divided into two approximately equal periods. The equal periods shall be separated by a meal break.

The standard workday in which the City will provide its services will be from 8 a.m. to 5 p.m. Operational demands may necessitate variations in starting and ending times.

The City's Flexible Work Arrangements policy may allow for other work hours and/or days that differ from the standard practice and is subject to supervisory approval.

Attendance

Regular and reliable attendance is crucial for efficient City operations, safety, and morale and is regarded as an essential function of employment for all City positions. Any employee who fails to maintain regular and reliable attendance may be subject to disciplinary action including suspension or termination.

Overtime

Department Heads and/or supervisors shall minimize the assignment of overtime when possible. If operational needs require non-exempt employees to work more than 40 hours per week, all overtime hours shall be authorized in advance.

Non-exempt employees shall be compensated for all the hours worked over their normal workweek at a rate equal to 1½ times their regular hourly rate. Vacation, sick leave and holiday hours will be included in time worked when computing 40 hours for overtime purposes. In cases where the combination of accrued leave and work hours exceeds 40 hours per week, the supervisor reserves the right to adjust the use of accrued leave so as not to incur overtime.

The present working schedules for shift personnel performing classifications of work where service is required 24-hours per day and for seven days a week shall be maintained and shall not be subject to the provisions for overtime as stated in the previous paragraphs.

Non-exempt employees who are directed to report to work and do report outside their regularly scheduled work hours will be paid a minimum of two hours pay at the overtime rate. If an employee is released prior to the expiration of the two hour call-back minimum, they may be subject to recall within the same two hour period, without additional call-back compensation.

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Compensatory Time

Compensatory time off is a method of overtime payment in which hours in excess of forty hours per week are credited to a compensatory time off bank at a rate of 1½ hours for each hour worked. Compensatory time shall be used up as time off as soon as it is practical. Not more than 80 hours of compensatory time shall be carried over from one calendar year to the next for any employee.

Breaks

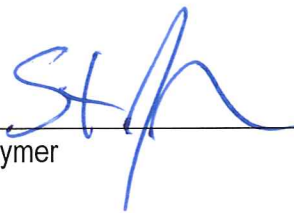
All time which employees are required or permitted to work is considered "work hours" or "work time." Ordinarily, all hours from the beginning to the end of the workday or shift are considered work time – except for periods when employees are relieved of all duties, such as during lunch or rest breaks.

Lunch breaks are unpaid and normally 30 or 60 minutes in length as approved by the Department Head or supervisor.

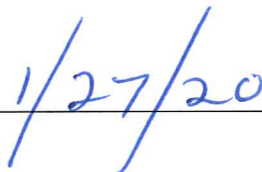
Rest breaks are paid and are not to exceed 15 minutes in length for each four consecutive hours of work.

Rest periods may not be "saved" to shorten a workday, extend a lunch break or to alter the normal work schedule in any way. Rest periods not taken are forfeited.

Revised and approved by the City Administrator:



Steve Rymer



Date

Current Revision: Jan 2020
Previous Revisions: 07/07/08; 12/18/19