

Policy Manual
Work Hours & Compensation Time Policy
City of Weiser, Idaho



Work Hours & Compensation Time Policy

The City of Weiser has established clear guidelines and expectations regarding work hours for City employees including compensation time that promotes efficiency, fairness, and completion of the work required.

The use of “employee” in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If there is an issue with the work hours and compensation, it should be reported to the employee’s Supervisor, Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Purpose of a Work Hour & Compensation Time Policy

The City is committed to ensuring that all employees are able to work the required hours to do the position responsibilities and effectively fulfill their duties. This policy outlines the standard work hours for City employees, including any variations or exceptions as necessary.

II. General Work Hours

The City of Weiser’s work week starts Saturday 12:00 AM through Friday 11:59 PM. Normal work hours for the City of Weiser are 8:00 AM to 5:00 PM, Monday through Friday.

A. Specific Department Hours: Some department’s hours vary from the general work hours. They include:

- Water and Sewer Department - ten (10) day shifts
- Police Department - Flexible twenty-four (24) shift work
- Seasonal & Parks Employees - Flexible depending on season and timing of City events and sports
- Lifeguards – Flexible work schedule including weekends and holidays

B. Winter/Snow/Ice Street Department Hours: Employees who are required as a part of their position to keep the streets, drains and walkways clear have varying shifts throughout the winter months.

Note: Work hours may be adjusted to meet the demands of the City.

III. Compensation Time

The City pays employees for the time they spend working. This includes regular work hours as well as any overtime hours worked beyond the standard workweek.

A. FLSA: In general, the Fair Labor Standards Act (FLSA) in the United States establishes federal minimum wage, overtime pay, recordkeeping, and child labor standards for employees covered by the Act. Under the FLSA, non-exempt hourly employees must be

paid at least the federal minimum wage for all hours worked, and they must receive overtime pay of at least one and a half times their regular rate of pay for any hours worked beyond 40 hours in a workweek. Exempt employees, on the other hand, are not entitled to overtime pay under the FLSA.

- B. Regular Employees Overtime:** It is the policy of the City to avoid the necessity for overtime work. When overtime is necessary, and consistent with the protection of the lives and property of citizens of Weiser and the efficient operation of the various departments and divisions, such overtime shall be authorized (and with safety in mind, kept at a minimum). Overtime work for all employees shall be defined as any worked time beyond the hours in the designated work period provided that a minimum of forty hours per week must be worked before the overtime rate applies. Overtime begins after 40 hours of work in a work week.

Overtime is never at the employee's discretion and shall only be granted and the work performed at the request of the City through the employee's Supervisor. All overtime worked shall have the prior approval of the employee's immediate Supervisor. Supervisors shall ensure that no unauthorized overtime hours are worked. The City pays for all overtime that is worked, however, working overtime without prior approval or knowledge from Supervisor, may result in disciplinary action up to and including termination.

- C. Paid or Comp Bank:** Overtime will accrue at one and a half (1 ½) times the hours worked and will either be paid on the next regular payroll period following the hours worked or put into the Comp Bank. An employee's Comp Bank can accumulate up to 40 hours. Once hours are put into the bank they must be used as comp time off. Once 40 hours are in the bank, any overtime hours will be paid at one and a half times hours worked.

- D. Police & Fire Safety Employees Overtime:** Section 7(k) of the FLSA provides that employees engaged in law enforcement and/or fire protection are paid overtime on a "work period" basis. A "work period" basis may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, law enforcement personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

<https://www.police1.com/police-products/software/scheduling/articles/flsa-implications-of-police-shift-schedules-kBmWSqhGz3QA2R1a/>

Law enforcement employees have an overtime "threshold" under the FLSA of 43 hours when a seven-day pay period is used, 86 hours for a 14-day pay period, and 171 hours for a 28-day pay period. This includes all employees with traditional law enforcement duties who have arrest and law enforcement powers and have completed a special course of training (police academy). This does include jailers who may not be sworn, but does not include clerks, dispatchers, and other non-sworn employees.

IV. Conclusion

In addition to federal regulations, many states and local jurisdictions have their own labor laws governing minimum wage, overtime pay, and other employment-related matters. These laws may set higher minimum wage rates or provide additional protections for employees. The City must comply with all applicable labor laws regarding payment for work, including minimum wage requirements, overtime pay, and any other compensation owed to employees for their time worked. Failure to do so can result in legal penalties, fines, and other consequences for the employer.