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AM-205-2 – Part 3

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***Overtime Work:  
Exempt Classes***

**SCOPE**

Compensation for overtime work performed by employees serving in positions categorized as “exempt” as listed in Civil Service Classes {AM-291-2} may be in conformity with the provisions outlined in the following sections. Overtime work results when an employee’s immediate supervisor has approved work beyond the normal work day as determined by the representation status of the class; or, approved work performed by the employee on an unscheduled work day.

**RECORDING OVERTIME WORK**

Compensation for overtime work may be granted after a minimum of 1 hour of overtime work has been performed. Overtime work is recorded and compensation granted in 6 minute increments to the first hour of overtime worked.

**COMPENSATION**

Employees will receive compensatory leave in an amount equal to the overtime recorded.

**MAXIMUM ACCUMULATION OF COMPENSATORY LEAVE**

An accumulation not exceeding 400 hours of compensatory leave is authorized for employees serving in exempt positions.

**OUT-OF-TITLE WORK**

An exempt employee who fills a non-exempt position, while in an approved out-of-title status, will be treated as a non-exempt employee for purposes of overtime compensation. (See Part II of this policy.)

**MOVEMENT FROM EXEMPT TO NON-EXEMPT**

When an employee serving in an exempt class permanently moves to a non-exempt position, the employee’s compensatory leave balances will be converted to sick leave.

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**SEPARATION FROM CITY SERVICE**

Exempt employees cannot use compensatory leave on the date of separation and/or 4 work days immediately preceding the date of separation. Exempt employees will not receive payment for any compensatory leave which is unused as of the date of separation.

**RELATED DOCUMENTS**

For additional information, see:

AM-101-1	REQUESTS FOR B/E APPROVAL
AM-205-2	OVERTIME AND CALL-BACK WORK: OVERVIEW
PART I	
AM-205-2	OVERTIME: NON-EXEMPT EMPLOYEES
PART II	
AM-205-2-1	OVERTIME CONVEERSION CHART
AM-214-1	OUT-OF-TITLE WORK
AM-205-16	MEAL ALLOWANCE
AM-240-1	TRAVEL PACKAGE OVERVIEW
AM-291-1	CIVIL SERVICE CLASSES
AM-291-2	NON-CIVIL SERVICE CLASSES