


City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:


Human Resources Director


City Manager

Number: II-6 Effective Date: 07/06

SUBJECT: OVERTIME COMPENSATION FOR NON-SAFETY MANAGEMENT EMPLOYEES AND ADMINISTRATIVE LEAVE

PURPOSE:

To establish uniform guidelines for the granting of compensation for overtime worked by Non-Safety Management Employees and for the granting of administrative leave.

POLICY:

1. Over-time Compensation for Non-Safety Management

For purposes of overtime compensation, Non-Safety Management employees shall be designated as First Level Management, Second Level Management or Executive Management.

- a. First Level Management - This designation shall be limited to those management classifications shown on the attached list that are considered to have first line supervisory responsibilities.

Employees in First Level Management classification shall be paid for scheduled or emergency work beyond regular working hours at the rate of one and one-half (1 ½) times their hourly rate except that emergency overtime work between the hours of midnight and the start of the employee's regular shift shall be paid at the rate of two (2) times their hourly rate.

In lieu of cash payment, a First Level Management employee may request compensatory time off for overtime worked, subject to approval of the department head. Accrual of compensatory time off shall be limited at any point in time to 100 hours of compensatory time which is determined by multiplying the number of hours of overtime worked by the appropriate factor of 1 ½ or 2. Compensatory time accrued in excess of 42 hours shall be paid at the end of each year.

Except for emergency situations requiring the immediate performance of work beyond regularly scheduled hours, all overtime work must be approved in advance by the department head.

- b. Second Level Management - This designation shall include all other management classifications list and will be limited to those management classifications which are "exempt" under FLSA.

Employees in Second Level Management classifications shall be eligible for administrative leave (time off with full pay and benefits) and not for other overtime compensation.

- c. Executive Management - This designation shall include all Executive Management who serve at the pleasure of the City Manager and City Council.

Executive employees shall be eligible for administrative leave (time off with full pay and benefits) and not for other overtime compensation.

2. Administrative Leave

Administrative leave may be granted to eligible employees in recognition of exceptional job performance. Such administrative leave shall not be accumulated on an hour-for-hour basis for overtime worked, but, rather, such leave shall be provided as recognition, by higher management, of job performance beyond the average required and expected of employees in these and similar classifications. As a guide, "beyond the average required" may include working significantly more hours than normal work week as well as the performance of exceptionally fine work.

Authority for granting administrative leave is established as follows:

- a. Department Heads - may be grant administrative leave for Second Level Management employees which shall not be for more than two consecutive days at any one time.
- b. City Manager/City Council - may grant unlimited administrative leave for Executive "at will" employees. Additionally, the City Manager may grant administrative leave to any deserving employee based on the guidelines provided above.

Departments are responsible for the maintenance of appropriate records concerning overtime and administrative leave and the proper preparation of time cards to report both paid and administrative leave overtime compensation.

Employees shall obtain prior approval by their department head prior to taking time granted under administrative leave.

PROCEDURE:

Responsibility	Action
Department	<ol style="list-style-type: none">1. Shall pay or provide compensatory time off to employees for scheduled or emergency work beyond regular working hours as defined in the policy.2. Employee must receive approval in advance by the Department Head prior to working.

overtime.

3. May request compensatory time off for overtime worked, subject to approval of the department head.
4. Department Head may approve requests for overtime pay or compensatory time off.
5. Shall be responsible for the maintenance of appropriate records concerning compensatory time off and administrative leave and the proper preparation of time cards to report both paid and administrative leave overtime compensation.
6. May grant limited administrative leave to eligible second level management employees.
7. May grant administrative leave to employees at his/her discretion.
8. May grant unlimited administrative leave to executive management employees.

City Manager

City Council

Attachment:
Management list

City of Riverside Non-Safety Management Employees
Level I and II

Accounting Manager/Controller-II
Accounts Payable Supervisor-I
Admin Assist to the Mayor - I
Administrative Analyst Trainee-II
Administrative Analyst-II
Administrative Service Manager-II
Air Conditioning Technician-I
Airport Operations Coordinator - I
Annexation Program Coordinator II
Assist Field Services Operation Mgr II
Assistant Building Official-II
Assistant City Clerk-II
Assistant Finance Director-II
Assistant to City Manager II
Assistant to the Mayor-I
Building Official-II
Building Services Operations Manager-II
Building Services Project Manager-II
Building Services Supervisor-I
Building/Housing Inspector Supervisor-I
Business Systems Support Analyst-I
Business Systems Support Manager-II
Business Tax/Collections Supervisor-I
Chief Construction Inspector-II
Chief Librarian-II
City Historic Preservation Officer (NC) II
Claims Administrator-I
Code Enforcement Manager-II
Communications Officer-II
Community Police Review Manager (NC) II
Community Relations Assistant-I
Compensation/Employee Rel Manager – II
Construction Contract Administrator-II
Council Executive Assistant (NC) – I
Debt Administrator-II
Deputy City Attorney (NC) – II
Deputy Fire Marshal-II
Deputy Park & Recreation Director – II
Deputy Planning Director-II
Deputy Public Works Director/Engineering II
Deputy Public Works Director/Field - II
Development Fiscal Manager-II
Development Service Supervisor-I
Economic Development Coordinator-II
Emergency Services Coordinator-II
Environmental Services Coordinator – II
Executive Assistant-I
Field Maintenance Scheduling Coord - I
Field Services Operations Manager – II
Finance Business System Support - II
Fleet Management Supervisor-I
Franchise/Contracts Officer-II
Housing/Community Development Mgr.-II
Human Relations Manager – II
Human Resources Admin Technician – I
Human Resources Analyst Trainee-II
Human Resources Analyst-II
Human Resources Specialist Trainee-I
Human Resources Specialist-I
Intergovernmental Relations Officer (NC) – II
Internal Audit Manager – II
Internal Auditor – II
Laboratory Manager-I
Legal Assistant (NC) – I
Legal Support Specialist (NC) – I
Library Fund Development Manager-II
Management Analyst Trainee-II
Management Analyst-II
Management and Budget Director-II
Management Assistant-II
Office of Neighborhoods Manager - II
Park Maintenance Contract Admin.-I
Park Superintendent-II
Park Supervisor-I
Plan Check Manager-II
Police Admin. Service Manager-II
Police Community Affairs Manager – II
Police Program Supervisor – I
Police Records/Information Manager-II
Principal Accountant-II
Principal Engineer-II
Principal Human Resources Analyst-II
Principal Management Analyst-II
Principal Park Planner – II
Principal Planner-II
Printing Services Supervisor-I
Project Assistant Trainee-Development - I
Project Assistant-Development-I
Project Manager (Dev) – II
Project Manager (Dev) (NC) – II
Public Parking Services Supervisor-II
Public Safety Communications Mngr – II
Public Safety Communications Supervisor-I
Purchasing Services Manager-II
Real Property Agent-II
Real Property Services Manager-II
Recreation Superintendent-II
Recreation Supervisor-I
Redevelopment Coordinator Trainee-II
Redevelopment Coordinator-II
Redevelopment Program Manager-II

Risk Manager-II
Safety Manager – II
Safety Officer-II
SCADA System Supervisor-I
Senior Accountant-I
Senior Accounting Technician-I
Senior Administrative Analyst - II
Senior Administrative Assistant-I
Senior Business Systems Support Analyst-II
Senior Claims Administrator – II
Senior Code Enforcement Officer-I
Senior Deputy City Clerk-I
Senior Engineer-II
Senior Human Resources Analyst-II
Senior Internal Auditor – II
Senior Librarian-II
Senior Management Analyst-II
Senior Museum Curator-II
Senior Park Planner - I
Senior Plan Check Engineer-I
Senior Planner-I
Senior Plans Examiner-I
Senior Procurement/Contract Speclst – I
Senior Waste Collections Supervisor-II-I
Senior Wastewater Maintenance Mech – I
Senior Wastewater Plant Operator-I
Solid Waste Collections Supervisor II – I
Special Transit Supervisor-I
Street Maintenance Supervisor – I
Supervising Deputy City Attorney-II
Supervising Engineering Technician-I
Supervising Evidence Technician – I
Supervising Real Property Agent – II
Surveyor-II
Telecommunications System Coord.-II
Traffic Engineer-II
Traffic Signal Maintenance Supervisor – I
Training Administrator-II
Transportation & Trails Coord – II
Transportation Coordinator – II
Treasury Supervisor-I
Urban Forester-I
Utilities Accounting Manager-II
Utilities Analyst-II
Utilities Assist Director/Finance & Customer II
Utilities Assist Water Superintendent - II
Utilities Asst. Director/Energy Delivery-II
Utilities Asst. Director/Revenue-II
Utilities Asst. Director/Water Delivery II
Utilities Billing/Field Service Manager-II
Utilities Chief Water System Operator - II
Utilities Construction Svcs. Coordinator-II
Utilities Customer Comm. Manager-II
Utilities Customer Communications Coord – I
Utilities Customer Services Supervisor – I
Utilities Dispatch Supervisor – I
Utilities Electric Field Manager – II
Utilities Electric Operations Manager – II
Utilities Electric Superintendent – II
Utilities Electric Supervisor – I
Utilities Electrical Engineer Manager – II
Utilities Energy Risk Manager – II
Utilities Energy Transaction Analyst – I
Utilities Field Services manager – II
Utilities Finance/Rates Manager-II
Utilities Power Marketer – II
Utilities Power Planning/Marketing Mgr – II
Utilities Power Scheduler/Operations Mgr – II
Utilities Power Scheduler/Trader – I
Utilities Pricing Analyst-II
Utilities Principal Analyst - II
Utilities Principal Program/Service Rep.-II
Utilities Principal Resource Analyst-II
Utilities Projects/Contracts Manager - II
Utilities Public Benefits/Business Rel Mgr – II
Utilities Resource Analyst-II
Utilities Safety Officer-I
Utilities Senior Analyst-II
Utilities Senior Electric Engineer – II
Utilities Senior Energy Transaction Analyst – I
Utilities Senior Resources Analyst-II
Utilities Senior Water Control Systems Tech I
Utilities Senior Water Engineer – II
Utilities Substation Construction/Maint Sup – I
Utilities Water Superintendent – II
Utilities Water Supervisor – I
Utilities Water System Oper Mngr – II
Warehouse Supervisor-I
Wastewater Collection System Scheduler – I
Wastewater Electrical Supervisor-I
Wastewater Maintenance Manager-II
Wastewater Maintenance Scheduler – I
Wastewater Mechanical Supervisor-I
Wastewater Operations Manager-II
Wastewater Operations Supt - II
Wastewater Plant Supervisor – I
Wastewater Resource Analyst – II
Wastewater Systems Manager-II
Workers Compensation Manager – II