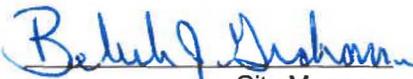


City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

  
Human Resources Director

  
City Manager

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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) time 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:

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

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