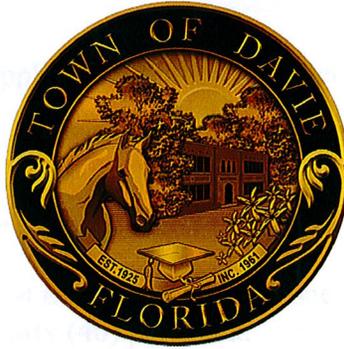


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**OVERTIME PAY  
SOP #22-002**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 1, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

**APPROVALS:**

*Steve H. S. Henson*  
\_\_\_\_\_  
Author

*9/24/12*  
\_\_\_\_\_  
Date

*Richard J. Shank*  
\_\_\_\_\_  
Town Administrator

*9-24-12*  
\_\_\_\_\_  
Date

**1-1. POLICY.**

It shall be the policy of the Town of Davie to compensate employees in accordance with the Fair Labor Standards Act for hours worked over forty (40) hours in a work week.

**1-2. SCOPE.**

This operating procedure applies to all non-exempt employees of the Town of Davie.

**1-3. DEFINITIONS.**

- a. Overtime: Hours worked in excess of forty (40) per week.
- b. Overtime Pay: Money paid at the rate of one and one half times the regular rate of pay for hours worked in excess of forty (40) per week.

**1-4. PROCEDURES.**

- a. Overtime pay will be paid at a rate of one and one-half times the regular rate of pay for each hour worked in a work week in excess of forty (40) hours per week. All overtime, regardless of the amount, must be approved in advance by the Department Director or designee.
  - b. Holidays that fall during an employee's normally scheduled workweek and are not worked will be used in the calculation of the overtime rate of pay. In the case where an employee works on a holiday, either the holiday pay or the actual hours worked, whichever is greater, will apply towards the calculation of overtime, but not both, i.e. in the case where an employee works on a holiday, they will be paid Holiday Pay, and their overtime rate of pay.
  - c. Jury Duty will be used in the calculation of overtime; however, vacation and sick leave hours will not be used in calculating the overtime rate of pay.
  - d. Holidays that fall on days the employee is not normally scheduled to work and the employee does not work, the holiday will not be used in calculation of the overtime rate.
  - e. Unpaid leave, disability pay, and worker's compensation will **not** be used in the calculation of overtime.
  - f. For any non-exempt employee who gets "called in", there will be a minimum of three (3) hours of call in pay for any employee who is called to work outside his or her regularly scheduled hours of work.
  - g. To the extent possible, the Town of Davie agrees to distribute overtime in an equitable manner, among qualified unit personnel normally assigned to perform such assignments.
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To the extent possible, the Town of Davie will fill overtime vacancies in an equitable manner among qualified personnel by, at the Department Director or designee's option, offering overtime to those employees on site or by using seniority or other objective criteria as a guideline.

- h.** Employees normally shall not have the right to refuse overtime, except if a family emergency exists. However, in no event can an employee refuse overtime if the Town Administrator, Department Director or designee, determines such overtime is necessary to meet operational requirements.
  - i.** Employees required to work during an Emergency, when all other government operations have been suspended, shall be paid in accordance with the Town of Davie Leave for Disasters and Other Emergency Conditions Policy.
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