

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AMENDING CHAPTER 125 HUMAN RESOURCE SYSTEM (PERSONNEL) RULES AND REGULATIONS – OVERTIME/COMP TIME/FLEX TIME.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI AS FOLLOWS:

Section 1. That the Code of Ordinances of the City of Osage Beach, in Chapter 125, specifically Section 125.050 Pay and Compensation -, Item G #2 – Overtime/comp. time/flex time are hereby enacted with amendments as set forth below with new material set out in red and deleted material struck as follows:

Section 125.050. Pay and Compensation.

G. *Individual Employee Pay Adjustments.* Individual pay adjustments may be made in any of the following ways:

- 2. Overtime/comp. time/flex time. Refer to policy dated ~~01/01/17~~ 01/01/2022

Section 2. Copy of Policy OVERTIME/COMP TIME/FLEX TIME POLCIY attached is ratified and adopted as if fully set out in this bill.

Section 3. After passage and approval by the Mayor this Ordinance shall be in full force and effect beginning on January 1, 2022

READ FIRST TIME: December 16, 2021 READ SECOND TIME: December 16, 2021

I hereby certify that the above Ordinance No. 21.82 was duly passed on December 16, 2021, by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

This Ordinance is hereby transmitted to the Mayor for his signature.

12.16.21
Date

Tara Berreth
Tara Berreth City Clerk

Approved as to form:

Edward Rucker
Edward Rucker, City Attorney

I hereby approve Ordinance No. 21.82

12.16.21
Date

John Olivarri
John Olivarri, Mayor

ATTEST:

Tara Berreth
Tara Berreth, City Clerk



CITY OF OSAGE BEACH
OVERTIME/COMP TIME/FLEX TIME POLICY

Effective January 1, ~~2017~~ 2022

CITY OF OSAGE BEACH
OVERTIME/COMP TIME/FLEX TIME POLICY

City of Osage Beach Overtime/Comp Time/Flex Time Policy Statement

The City of Osage Beach recognizes the fact that in designing employee benefit plans, 'one size does not fit all'. The Overtime/Comp Time/Flex Time Policy is designed to allow direction and freedom in individual time related to overtime, comp time and flex time in relation to hours worked.

Policy and Procedures

1. Application

It is the policy of the City of Osage Beach that nonexempt City employees who work hours in excess of their standard workweek shall be compensated for such overtime at a rate of time and one-half as required by the Federal Fair Labor Standards Act. Employees may be compensated for overtime worked in the form of overtime wages or compensatory time off at the rate of time and one-half.

Flex Time is when an employee alters his/her normal work schedule to maintain the standard work week hours due to arising obligations, i.e., medical appointments, etc. Flex Time is available on a short term basis to all employees with proper approval.

2. Policy and Procedures

A. Overtime

- i. The standard work week for full time employees other than those exempt from the overtime provisions of the Fair Labor Standards Act such as Department Managers, Appointed Officials, and other exempt salaried positions shall be forty (40) hours. Police Department members and other shift workers have different workweeks (forty-two hours) and workdays as approved by the Department Manager.
- ii. Overtime shall be authorized by the Department Manager and shall be paid at a rate of time and one-half (1 ½ %) for any time worked in excess of a scheduled workweek.
- iii. “Scheduled workweek or scheduled workday” is defined as hours worked and does not include personal time, ~~holiday time~~, vacation time or comp time. **Holiday hours credited as special leave for shift workers will not be considered as hours worked.**
- iv. For exempt employees, overtime is considered part of their job responsibility and does not justify overtime pay.

B. Comp Time

- i. Compensatory time shall be requested and used like annual leave – at the convenience of the department with advanced approval. Provided that in the event annual leave and personal leave have been exhausted due to the illness of an employee or a family member within the employee’s immediate household, compensatory time may be used without specific advance approval.

- ii. The amount of compensatory time banked accrual is limited to ~~eighty~~ ~~(80)~~ **one-hundred twenty (120)** hours. All overtime worked after the compensatory time balance has achieved the maximum shall be paid in the form of overtime pay, until the employee uses compensatory time and reduces the balance.
 - iii. Employees who leave the employment of the City for whatever reason shall be paid for all accrued compensatory time at their final hourly rate.
 - iv. The Human Resources Generalist shall maintain employee compensatory time records from the employee's time sheet and shall provide responses to employee inquiries concerning compensatory time.
- C. Employees shall indicate on each timecard his/her overtime hours and if he/she chooses to be paid for those hours by overtime compensation or compensatory time.
- D. Flex Time
- i. Flex Time is available to all employees for a short period of time.
 - ii. Employees must have prior authorization from his/her immediate Department Manager.
- E. Time sheets shall provide accurate time on duty, reflecting times mentioned above; overtime, comp time, and flex time appropriately.