

Article IV, Overtime and Overtime Cap City Wide contract	<p style="text-align: right;">Updated 10/12/16</p> OT CAP = \$81,788 effective 9/3/16
UNDER THE CAP (less than \$81,788)	OVER THE CAP (Article IV, Section 7)
Applies to Exempt and Non Exempt (covered by FLSA) employees	Applies to Exempt* and non Exempt (covered by FLSA)
Must sign in and out every day	<p>If not covered by FLSA, shall not have to do daily sign in, only weekly time sheet.</p> <p>If covered by FLSA, MUST sign in and out every day because may still earn cash OT (Section 7)</p>
INVOLUNTARY or MANDATORY OVERTIME Between 35 hours-40 hours - straight time cash or comp time. Must request to be paid in time for involuntary OT if you want comp time. (Section 3 b,c) Over 40 hours, cash at time and ½. (section 3 a)	Voluntary or Involuntary – Exempt and Over the Cap – paid in straight time comp time for all OT hours. (Section 7 b)
VOLUNTARY Between 35 – 40 hours Straight time comp time FLSA Covered employee – OVER 40 hours voluntary time actually worked paid in comp time at rate of 1.5 hours . If employee has more than 240 hours in comp time, all subsequent OT must be paid in cash at time and ½. (section 4)	
Units of Time – OT accrues in units of 15 minutes and must total one hour in a week to be credited, whether for time or for cash. (Section 5)	
Calculation of Payment – based on annual regular salary including educational, assignment, longevity, RIP or shift differentials. (Section 6, e)	Calculation of Payment – when salary including overtime, education, longevity, RIP, shift, goes over the cap above, calculation of payment is in straight time hours, unless covered by FLSA (Section 7 b) A person may be under the cap for part of the year and then go over the cap during the year.

*Whether an employee is exempt from FLSA depends on the title, and on the level of independent work.