

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES

POLICY #: 06.03.04

SECTION: 03 COMPENSATION

SUBJECT: 04 WAGE AND HOUR

**OFFICE/DEPARTMENT: HUMAN
RESOURCES**

EFFECTIVE DATE: 11/16/07

CITY MANAGER: Michael Levinson

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PURPOSE:

The following policies are being promulgated in compliance with the Fair Labor Standards Act (FLSA) and shall apply to all employees covered by the Fair Labor Standards Act as amended from time to time.

ELIGIBILITY:

All employees covered by the FLSA are designated as eligible regular nonexempt employees or 207(K) nonexempt as assigned.

PROVISIONS:

The FLSA allows for employer flexibility regarding Fire, Emergency Medical Services, and Law Enforcement employees work schedule. On this basis, the City may elect to utilize the 207(K) (referred to as "7(K)") option for all or some certified fire or law enforcement employees. The option enables a flexible work period of at least seven days and not to exceed twenty-eight (28) days to be adopted for 7(K) employees. Employees affected by an exercised option of 7(K) will be duly notified of this election.

WORK HOURS:

1. For record purposes, a workweek shall begin at 0001 each Saturday and end at 2400 hours the following Friday.
2. For regular nonexempt employees, a normal workday shall be eight hours unless otherwise authorized in writing by the City Manager; a normal workweek shall be forty hours. For 7(K) police employees, the work period shall be a 7 day work period of less than 43 hours, a workday may exceed eight hours. For 7(K) fire and emergency medical services, a 21 day cycle of 144 hours shall constitute the work period; a normal work schedule is 24 hours on, 48 hours off.

3. For regular nonexempt employees, overtime is considered to be all hours over forty (40) actually worked during a normal workweek. For 7(K) police employees, overtime is considered to be all hours over 43 actually worked during a normal work period. For 7(K) fire and emergency medical services, overtime shall be paid for hours worked in excess of 144 in the work period. Fire and emergency medical services employees work 2,496 hours annually.
4. Mealtime is not included in hours worked whenever the employee is free to leave the work station, relieved of duties, and the time allowed is at least 30 minutes. Based on the FLSA provision that on-duty Law Enforcement Officers are not relieved of duty during mealtime, mealtime shall be considered hours worked for those employees.
5. For purposes of computing overtime, leave with pay will be counted as hours actually worked provided that an employee scheduled to work on a holiday who does not appear, will not be afforded the privilege of counting leave with pay as hours actually worked.
6. Overtime hours shall be compensable by compensatory time or cash payment at the discretion of the applicable Department Director. Compensation by time or cash will be at a rate of 1½ hours for each hour of overtime worked. At the discretion of the Department Director, compensatory time may be accrued up to a maximum of 120 hours of compensatory time.
7. Insofar as possible, the Director of each department shall arrange the employment and work program of the department in such a way that overtime is not required. However, public necessity or emergency situation may require overtime on the part of City employees. All overtime must be authorized in advance by the Department Director.
8. Attendance at any training course required by the City as essential to employment shall be considered hours worked. Attendance is further defined as time actually spent in training or re-training and does not include study time or time spent in personal pursuits even though the employee is quartered at a training facility during this period.
9. Call back:
 - a. When an employee is called back to work due to an unforeseen emergency, compensable time shall include normal travel time to and from the employee's home and work station up to a total of 30 minutes in a 24 hour period and actual work time. In the unforeseen emergency situation, the employee shall therefore be credited with the greater of three hours at time and one half of call-back time or time actually traveled and worked at time and one half for those hours actually worked. Only 1 call-back credit of 3 hours is permitted in a 24 hour period for the same emergency work problem. If an employee is called back to work for a different emergency work problem, a second credit of three hours of call-back time will be permitted. When a member is scheduled to begin their shift within the three hour period, they may only claim the time they spent on the call out, up to their shift starting, not the three hour minimum.

10. Travel:
 - a. Normal home-to-work travel time, whether at a fixed location or at different job sites, will not be paid or considered as time worked for purposes of overtime computation.
 - b. When an employee is requested to work during off-duty hours for a non-emergency situation, compensable time shall not include travel time from home to work station. Compensable time shall be only those hours actually worked.
 - c. Travel time that is required by the City and takes an employee outside of the employee's home community on an overnight basis, shall be counted as compensable time.
 - d. Travel time, as noted in paragraph "c" above, is defined as the normal number of hours required to reach the final destination using the most efficient mode and route of travel.
 - e. The mode and route of travel shall be chosen by the Department Director, and if this choice utilizes either airplane, train, or bus, then time spent traveling between home and the transportation terminal is not compensable.
 - f. If the employee chooses to use a means of transportation other than that chosen by the Department Director, then the excess hours actually required to reach the destination will not be paid nor considered as time worked for purposes of overtime computation.
10. Time spent "oncall" is not compensable time so long as the employee is free to move about as the employee pleases and merely is required to leave word where he or she can be reached by telephone or an electronic device. Employees on standby may be eligible for \$5 per day stipend for each day the employee is on standby. Department directors approve eligibility and stipend pay. Stipends will be paid quarterly. Exempt employees are not eligible for stipend pay.

RECORD KEEPING:

1. Each Department Director shall be responsible for maintaining a complete and accurate record of the hours worked for each employee in that department. These records shall cover a two-week period and shall include time in and out each day and time spent for meals. Falsification of these records shall be cause for dismissal.

2. All hours worked shall be rounded to the nearest quarter of an hour, as follows:

MINUTES WORKED or LEAVE USED	TIME CHARGED	
	MINUTES	HOURS
0-7	00	.00
8-22	15	.25
23-37	30	.50
38-52	45	.75
53-60	60	1.00

ADMINISTRATIVE REPEAL:

This policy shall supersede and replace all prior policies and procedures on this same subject, Wage and Hour, including but not limited to "Wage and Hour" promulgated on 4-12-86 and revised on 10-1-95 of the Administrative Policy Manual #06.03.04. This amended policy is not applicable to bargaining unit members until the City has provided notice of the amendment to the member's Union and the Union has waived bargaining or, if bargaining is requested, until completion of the bargaining process.

Michael Levinson, City Manager