



CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 96-70

From: Mayor Stein
Date: July 15, 1996
Subject: Overtime Pay Rules

We have run into some difficulty with administration of overtime pay rate (time and one-half) for field crews who take legitimate sick leave or annual leave during a week which they have worked over their normal eight-hour day.

WMC 3.25.070(B) states: "All employees, except exempt employees, and library employees, shall be paid one and one-half times their regular rate of pay for properly authorized hours of work in excess of forty (40) hours actual work including holidays in any unit week. Authorized overtime work on non-work days (normally Saturdays, Sundays and Holidays) or at the end of any regular shift, is compensable only if the overtime work, when added to all time actually worked during the same unit week, exceeds forty (40) hours or in the case of library employees, exceeds eighty (80) hours in a two week period. Each unit week shall begin at one minute past twelve midnight on the employees first day of work for that week."

Employees object to losing the overtime rate if they must take sick leave or annual leave in a week that they also work over their normal eight-hour schedule. As an example, an employee may be asked to work overtime to help reduce equipment rental costs or to meet some weather dependent need. Say he worked six hours of overtime over three days, took four hours of sick leave for a medical appointment on the fourth day and on the last day worked a normal shift.

At the end of the week, the Finance Department sees the following time report:

						<u>Reported</u>	<u>Adjusted</u>	<u>Rate</u>
Regular Hours	8	8	8	4	8	36	36+4=40	1X
Overtime Hours	2	2	2	0	0	6	6-4=2	1.5X
Sick Leave	0	0	0	4	0	4	4 deducted from sick leave balance	

Under 3.25.070B, Finance must adjust for the 40-hour rule and pay only two hours at the overtime rate.

Employees have respectfully asked that the Administration determine that sick leave and annual leave be determined to be "worked hours" as are holidays. The code is very specific on this issue and therefore I bring it to Council for consideration.



John C. Stein, Mayor

APPROVED

DATE: 7-22-96 *code change to follow*
BY: [Signature]