



## CITY OF WASILLA

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### INFORMATION MEMORANDUM 96-18

From: John T. Felton, Public Works Director/City Engineer

Date: July 16, 1996

Subject: Overtime Pay Rules, Memorandum No. 96-70

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I would like to take this opportunity to more fully explain the Public Works Department's position on the Mayor's Memorandum. These rules affect the Public Works Department (PWD) more than any other department in the City.

Overtime is not treated as a benefit or a reward in the PWD. It is a budgeted item that is closely monitored. No overtime is authorized that has not been first cleared through me. This clearance requires that the immediate supervisor and I review the work, the circumstances that require the overtime and the status of the budget line item that will pay for the overtime. I do not have the luxury of a large staff that would enable me to shift schedules to fill overtime needs. The PWD is a very small group and a limited resource.

In many cases the need for the overtime is out of our immediate control. We do not schedule snow storms or water and sewer line breaks. Yet we have to respond to them and provide immediate service. This necessitates working hours that would normally be off hours. We can and do schedule off hour work so that it does not require overtime compensation.

To provide the level of service that is required and complete annual maintenance tasks, the PWD has had to augment our staff and equipment with rentals. Many of these rentals have mobilization/demobilization charges and/or daily charges. In these cases, it is far more economical to pay for one or two hours of overtime than it is to pay for an extra day of rental or a double mobilization charge. This varies from case to case and is closely monitored by me.

The WMC now allows for two individuals working under the same scenario to be treated in two different ways. If one individual is on vacation for the forty hours of a week, then is

notified on Friday night to report for work Saturday morning, that individual is paid time and one half for their work on Saturday (WMC 3.20.110.D). If another individual is on call, took four hours for a doctor's appointment on Thursday, their on-call rounds on Saturday would be paid at straight time (WMC 3.20.110) for the first four hours.

There are also administrative problems associated with the present system. PWD personnel fill out a time sheet for work from the 1st of the month to the 15th and another time sheet for the 16th to the end of the month. If the 15th is on Monday, as it was this month, and the individual works over eight hours in that day, how is their pay calculated? We do not know if the individual will work the entire week nor if there is more than one time sheet to be reviewed.

My suggestion is to simplify the system. Simply equate earned annual leave and earned sick leave with a holiday for the purposes of calculating overtime. Probationary employees and employees that have taken leave without pay would have to physically work forty hours in a pay week, as defined by the code, to earn overtime pay. They do not receive holiday pay so the policy would be uniform throughout the City. Leave the administration and responsibility as it is and leave the controls in place. The net effect would be to simplify the accounting, allow departments to effectively utilize their personnel and greatly increase the working morale of the employees.

To the best of my knowledge, the system that I am proposing has been in place, has not been abused and the Public Works department has never gone over budget in this line item.

Thank you for your time and consideration.



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John T. Felton  
Public Works Director/City Engineer