

## **OVERTIME**

Overtime payments shall be made in accordance with the Fair Labor Standards Act unless otherwise stated.

Overtime refers to any time worked beyond the regular hours of duty, as presently scheduled, and is granted only when the employee is ordered to work by a supervisor. Overtime worked will be paid at the rate of time and one-half for holidays and Sundays or the seventh day when these days are not part of the employees regular work weeks. Said overtime must be granted in writing by the Supervisor directing the same prior to the employee commencing work or in case of emergency, as soon thereafter as possible.

Overtime work will be distributed as equally as possible, among employees with the same classification. A list of employees will be maintained showing overtime offered by the City to the employees in a given title. If overtime is worked the employee at the top of the list working the overtime will go to the bottom. Anyone offered overtime who is excused from such work shall have his name placed at the bottom of the list. Nothing in the Article shall impair the right of the City to require an employee to work overtime and an employee shall not, without reasonable justification, be permitted to refuse to work overtime when requested.