

Memo



To: Staff

From: Laura Jaramillo 

RE: OVERTIME CLARIFICATION (PLACE IN PERSONNEL HANDBOOK)

Date: 08/23/2019

Copy: Michelle Maes

It is the practice of the City of Grants to minimize overtime pay. Excessive overtime is not an economical or good use of funding. Department Heads and managers will be expected to schedule staff wisely and adjust schedules to avoid overtime.

Employee classification regarding exempt, nonexempt and overtime is covered in the Personnel Handbook in section 300. We have classified Department Heads including Police and Fire Chief as exempt who meet the salary exempt "test". Those supervisors that do not meet the exempt test are those who are:

- Manual labors or "blue collar" workers who perform work involving repetitive operations with their hands, physical skills and energy.
(Mechanics, Maintenance, Street Dept., Animal Control)
- First responders such as fire lieutenants.
- Police Lieutenants are classified as exempt but will be paid overtime if they are called out and needed beyond 86 hours to do major crime scenes, emergency response, and saturation patrols/DWI Check Points.