

CITY OF SPOKANE  
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

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CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4490]-[2005]-[04]
	L6105-29
TITLE: OVERTIME & COMPENSATORY TIME EFFECTIVE DATE: JUNE 2001 REVISION DATE: FEBRUARY 2005 05.12.05	

1.0 GENERAL

1.1 PURPOSE

The management of overtime pay and/or compensatory time for employees of the Spokane Regional Solid Waste System (Regional System) is an important tool in adhering to the annual departmental budget. The following sets out the conditions and procedures for authorization of overtime/compensatory time.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Regional System.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

## 5.0 POLICY

It is the policy of the Regional System that overtime/compensatory time will be avoided at all times except in cases where it is needed to provide the proper level of service to the public or it impacts employee safety. In cases where overtime/compensatory time is authorized, it must be kept to an absolute minimum and discontinued as soon as the overtime/compensatory time is no longer required.

## 6.0 PROCEDURE

- 6.1 Supervisors should first review current staffing levels to determine if schedules can be modified or duties reassigned to eliminate the need for overtime or compensatory time.
- 6.2 Supervisors must submit a request in advance, which must be authorized only by the Director or his/her designated alternate (with the exception of "emergencies" – see subsection 6.5 below).
- 6.3 The request will include the reason for the request; an estimate of the total hours; and an estimate of how long the overtime/compensatory time will continue.
- 6.4 The Director or his designee will approve the request in writing prior to overtime/compensatory time being worked.
- 6.5 In cases where there is an overriding emergency (as described in the Policy statement – see 5.1 above) and prior approval of the Director or his/her designee cannot be obtained, the Supervisor will assume responsibility for authorizing the overtime or compensatory time and report the situation to the Director or his/her designee at the earliest opportunity.

## 7.0 RESPONSIBILITIES

Supervisors are responsible for requesting and justifying the need for overtime and/or compensatory time; the Director or his/her designee must authorize the overtime and/or compensatory time.

## 8.0 APPENDICES

N/A

APPROVED BY:

*Donald Allen*  
Director

*April 27 2005*  
Date

*B Burns*  
Director *Asst City Attorney*

*4-29-05*  
Date