

City of Saint Paul
Overtime Profiles and Descriptions by Employee Group

Updated: March 1, 2016

<i>EG #</i>	<i>Employee Group</i>	<i>OT Profile Categories and Description</i>
01 02 12 22 20	AFSCME Clerical AFSCME Technical Operating Engineers Painters Electricians (supervisors only)	<p>[>8 hrs 1.5 Pay or Comp] <i>Daily Overtime</i> Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 8 hours paid.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day ○ Regular set schedule <p>[>40 hrs 1.5 Pay or Comp] <i>Weekly Overtime*</i> Employees in this category meet any of the criteria below. OT is paid or comp time earned at time & a half after 40 hours worked.</p> <ul style="list-style-type: none"> ○ Work anything other than 8 hours/ day ○ Do not work a recurring daily schedule (flex) ○ Work part-time (work less than 40 hours/week) <p>[>8 hrs 1.5 Pay] or [>40 hrs 1.5 Pay] For temporary employees <u>only</u> – overtime must be in pay (no comp) <i>(same criteria as delineated above)</i></p>
12	Operating Engineers	<p>[>8 hrs 1.5 Pay or Comp] <i>Daily Overtime</i> Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 8 hours paid.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day ○ Regular set schedule <p>[>40 hrs 1.5 Pay or Comp] <i>Weekly Overtime*</i> Employees in this category meet any of the criteria below. OT is paid or comp time earned at time & a half after 40 hours worked.</p> <ul style="list-style-type: none"> ○ Work anything other than 8 hours/ day ○ Do not work a recurring daily schedule (flex) ○ Work part-time (work less than 40 hours/week) <p>[>48 hrs 1.5 Pay or Comp] <i>Weekly Overtime*</i> Employees in this category meet any of the criteria below. OT is paid or comp time earned at time & a half after 48 hours worked.</p> <ul style="list-style-type: none"> ○ Work anything other than 8 hours/ day ○ Do not work a recurring daily schedule (flex) ○ Work part-time (work less than 40 hours/week) <p>*Note: Only employees in the Water Department (department 82) are to be assigned this overtime profile.</p> <p>[>8 hrs 1.5 Pay] or [>40 hrs 1.5 Pay] For temporary employees <u>only</u> – overtime must be in pay (no comp) <i>(same criteria as delineated above)</i></p>

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05	Machinists/ Mechanics	<p>[>8 hours 1.5 Pay or Comp] Daily Overtime Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 8 hours paid.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day ○ Regular set schedule <p>[>10 hrs 1.5 Pay or Comp] Daily Overtime Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 10 hours paid.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 10 hour day ○ Regular set schedule working four (4) consecutive work days in a seven (7) calendar day period <p>[>40 hrs 1.5 Pay or Comp] Weekly Overtime* Employees in this category meet any of the criteria below. OT is paid or comp time earned at time & a half after 40 hours worked.</p> <ul style="list-style-type: none"> ○ Work anything other than 8 hours/ day ○ Do not work a recurring daily schedule (flex) ○ Work part-time (work less than 40 hours/week) <p>[>8 hrs 1.5 Pay] or [>10 hrs 1.5 Pay] or [>40 hrs 1.5 Pay] For temporary employees <u>only</u> – overtime must be in pay (no comp) <i>(same criteria as delineated above)</i></p>
06	PEA (Professional Employees Association) <i>Non-Exempt ONLY: Grade 11 & Below</i>	<p>[>40 hrs 1.5 Pay or Comp] Weekly Overtime Overtime follows FLSA rules. Employees receive overtime only after 40 hours worked for PEA Professional grade 11 & below.</p> <p>[>40 hrs 1.5 Pay] For temporary employees <u>only</u> – overtime must be in pay (no comp)</p>
06	PEA (Professional Employees Association) <i>Exempt ONLY: Grade 12 & Above</i>	<p>[>8 hrs 1.0 Pay or Comp] Daily Overtime at straight time OR [>40 hrs 1.0 Pay or Comp] Weekly Overtime at straight time OR [>80 hrs 1.0 Pay or Comp] Bi-Weekly Overtime at straight time</p> <p>Compensated, non-work hours such as approved sick leave, vacation, or compensatory time shall not be considered in the determination of hours worked beyond an employee’s specified work period; however, paid holiday time will be counted in the determination.</p> <p>[>8 hrs 1.0 Pay] or [>40 hrs 1.0 Pay] or [>80 hrs 1.0 Pay] For temporary employees <u>only</u>, additional hours must be in pay (no comp)</p>
09	SPSO (Saint Paul Supr Org)	<p>[>40 hrs WorkNoPay Exempt] Exempt 40 Hour Schedule These employees are not paid overtime nor earn comp time.</p>

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19 17	AFSCME Legal Non-Rep Group	For full-time employees, the timecard will automatically populate 8 hours each day when the employee submits. These hours are not intended to show actual hours worked but merely a mechanism for pay.
10	MMSA (Manual & Maintenance Supervisory Association)	<p>[>8 hrs 1.5 Pay or Comp], Grade 41 & below <i>Daily Overtime</i> [>8 hrs 1.0 Pay or Comp], Grade 42 & above <i>Daily Overtime</i> Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 8 hours paid</p> <ul style="list-style-type: none"> • Full-time • Standard 8 hour day • Regular set schedule <p>[>40 hrs 1.5 Pay or Comp], Grade 41 & below <i>Weekly Overtime*</i> [>40 hrs 1.0 Pay or Comp], Grade 42 & above <i>Weekly Overtime</i> Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half after 40 hours paid.</p> <ul style="list-style-type: none"> • Work anything other than 8 hours/day • Do not work a recurring daily schedule (flex) • Work part-time (work less than 40 hours/week) <p>[>8 hrs 1.5 Pay] or [>8 hrs 1.0 Pay] or [>40 hrs 1.5 Pay] or [>40 hrs 1.0 Pay] For temporary employees <u>only</u> – overtime must be in pay (no comp) <i>(Same criteria as delineated above)</i></p>
81 82 83	CCEA (<i>Classified Confidential Employees Association</i>): Clerical, Technical, Professional Non-Exempt: <i>Grade 11 & Below</i>	<p>[>40 hrs 1.5 Pay or Comp] <i>Weekly Overtime</i> Overtime follows FLSA rules. Employees receive overtime only after 40 hours worked. [>40 hrs 1.5 Pay] <i>Weekly Overtime</i> For temporary employees <u>only</u> in the employee groups noted– overtime must be in pay (no comp)</p>
83	CCEA Professional Exempt: <i>Grade 12 & Above</i>	<p>[>40 hrs WorkNoPay Exempt] <i>Exempt 40 Hour Schedule</i> These employees are not paid overtime and do not earn comp time.</p>

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20 21 23 24 25 29 31 34 46	Trades Electricians, Carpenters, Plumbers, Sheet Metal Workers, Pipefitters, Bricklayers, Cement Masons, Elevator Constructors, Sprinkler-Fitters	<p>[>8 hrs 1.5 Pay or Comp] Daily Overtime Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 8 hours worked.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day ○ Regular set schedule <p><i>Note:</i> Employees may flex only for the purpose of attending seminars, conferences or training in a given week (very rare). Painters and Supervisory Electricians may flex (see page 1).</p> <p>[>8 hrs 1.5 Pay] For temporary employees <u>only</u> – overtime must be in pay (no comp)</p>
71 73 75	Tri-Council Local 132, Teamsters Local 120, Local 49	<p>[>8 hrs 1.5 Pay or Comp] Daily Overtime Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 8 hours paid.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day ○ Regular set schedule <p>[>10 hrs 1.5 Pay or Comp] Daily Overtime Employees in this category meet all the criteria below. OT is paid or comp time earned at time & a half on a daily basis after 10 hours paid.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 10 hour day ○ Regular set schedule working four (4) consecutive work days in a seven (7) calendar day period <p>[>8 hrs 1.5 Pay] or [>10 hrs 1.5 Pay] For temporary employees <u>only</u> – overtime must be in pay (no comp) <i>(same criteria as delineated above)</i></p>
99	Special Employment	<p>[>40 hrs 1.5 Pay] Weekly Overtime OR [>48 hrs 1.5 Pay] Weekly Overtime - <i>Employees in this category must be employed in a recreation facility that does not operate more than 7 months in any calendar year OR the facility's average receipts for any six months of are not more than 33^{1/3} % of its average receipts for the other six months</i></p> <p>All employees in Special Employment are temporary and considered <i>Weekly Overtime</i>. OT must be paid out; they do not earn comp time.</p>
04	Police Federation	<p>[>8 hrs 1.5 Pay or Comp] 4/2 shift, Daily Overtime [>9 hrs 1.5 Pay or Comp] 5/3 shift, Daily Overtime [>10 hrs 1.5 Pay or Comp] 4/40 shift, Daily Overtime</p>

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03	Firefighters	[>8 hrs 1.5 Pay or Comp] <i>Daily Overtime</i> [>56 hrs 1.5 Pay or Comp] <i>Daily Overtime</i>
40	FSA (Fire Supervisory Association)	

*Under the labor agreement, employees are eligible, through mutual agreement with their supervisor, to work hours other than the normal 8 hour day as defined by contract. Overtime follows FLSA rules.

How leave hours (sick, vacation or comp) affect an employee’s total hours for the day or week:

- Employees who are designated as **Daily Overtime** and where the labor contract uses the concept of **time paid versus time worked** for *Daily Overtime*, the use of vacation, sick and comp leave hours can be used toward the calculation of total hours and overtime in a day, as approved by the supervisor.
(This statement applies to AFSCME Clerical, AFSCME Technical, Operating Engineers, Machinists, Tri-Council, Police and all of Trades.)

- Employees who are designated as **Daily Overtime** and where the labor contract uses the concept of **time worked** for *Daily Overtime*, the use of vacation, sick and comp leave hours can bring the employee up to 8 hours maximum in a day, but not over 8 hours in a day.
(This statement applies to MMSA non-flex employees.)

- Employees who are designated as **Weekly Overtime** and where the labor contract uses the concept of **time worked** for *Weekly Overtime*, the use of vacation, sick and comp leave hours can bring the employee up to 40 hours maximum in a week, but not over 40 hours in a week.
(This statement applies to PEA non-exempt, CCEA, and flex employees in the following contracts: AFSCME Clerical, AFSCME Technical, Operating Engineers, Machinists, MMSA, Painters and supervisory Electricians.)

- PEA Exempt, grade 12 and above: Compensated, non-work hours such as approved sick leave, vacation, or compensatory time shall not be considered in the determination of hours worked beyond an employee’s specified work period; however, paid holiday time will be counted in the determination.