

## TASS Overtime Profiles and Descriptions by Employee Group February 20, 2014

EG #	Employee Group	OT Profile Categories and Description
01 02	AFSCME Clerical AFSCME Technical	[>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.  • Full-time  • Standard 8 hour day
12	Operating Engineers	<ul><li>Regular set schedule</li><li>[&gt;40 hrs 1.5 Pay or Comp] Weekly Overtime*</li></ul>
22	Painters	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.
20	Electricians (supervisors only)	<ul> <li>Work anything other than 8 hours/ day</li> <li>Do not work a recurring daily schedule (flex)</li> <li>Work part-time (work less than 40 hours/week)</li> <li>[&gt;8 hrs 1.5 Pay] or [&gt;40 hrs 1.5 Pay]</li> <li>For temporary employees only – overtime must be in pay (no comp) (same criteria as delineated above)</li> </ul>
05	Machinists/ Mechanics	Note: Employees will use the Start/Stop timecard.  [>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.  O Full-time O Standard 8 hour day Regular set schedule  [>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.  Full-time O Standard 10 hour day Regular set schedule working four (4) consecutive work days in a seven (7) calendar day period
		[>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.  O Work anything other than 8 hours/ day O Do not work a recurring daily schedule (flex) O Work part-time (work less than 40 hours/week)  [>8 hrs 1.5 Pay] or [>10 hrs 1.5 Pay] or [>40 hrs 1.5 Pay]  For temporary employees only — overtime must be in pay (no comp) (same criteria as delineated above)  Note: Employees will use the Start/Stop timecard.



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PEA	[>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.
,	
*	[>40 hrs 1.5 Pay]
	For temporary employees <u>only</u> – overtime must be in pay (no comp)
& Below	
	Note: Employees will use the Start/Stop timecard.
	[>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
· · · · · · · · · · · · · · · · · · ·	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.
Above	[S bre 1 0 Paul or [S 40 bre 1 0 Paul or [S 90 bre 1 0 Paul
	[>8 hrs 1.0 Pay] or [>40 hrs 1.0 Pay] or [>80 hrs 1.0 Pay] For temporary employees only, additional hours must be in pay (no comp)
	To temporary employees omy, additional nodes must be in pay (no comp)
	<b>Note:</b> Employees will use the Start/Stop timecard.
	[>40 hrs WorkNoPay Exempt] Exempt 40 Hour Schedule
SPSO (Saint	These employees are not paid overtime or earn comp time.
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-	<b>Note:</b> Full-time employees will use the <b>Elapsed timecard</b> and will only enter
,	exceptions (vacation, sick or personal leave). When submitted, VTI auto-populates the
Non-	timecard to equal 80 hours.
Represented	
Group	Part-time employees (anyone under 40 hours/week) will use the <b>Elapsed Timecard</b> .
1	They will enter their hours on a daily basis.
MMSA (Manual	[>8 hrs 1.5 Pay or Comp], Grade 41 & below Daily Overtime
& Maintenance	[>8 hrs 1.0 Pay or Comp], Grade 42 & above Daily Overtime
Supervisory	Employees in this category meet all the criteria below. OT is paid or comp time earned
Association)	at time & a half on a daily basis after 8 hours worked (not paid).
	• Full-time
	Standard 8 hour day
	Regular set schedule
	[>40 hrs 1.5 Pay or Comp], Grade 41 & below Weekly Overtime*
	[>40 hrs 1.0 Pay or Comp], Grade 42 & above Weekly Overtime
	Employees in this category meet all the criteria below. OT is paid or comp time earned
	at time & a half after 40 hours worked.
	Work anything other than 8 hours/day
	<ul> <li>Do not work a recurring daily schedule (flex)</li> </ul>
	Work part-time (work less than 40 hours/week)
	- "TOTA part time (work less than 40 hours/ week)
	5. 9 has 1.5 Day 1 on 5. 9 has 1.0 Day 1 on 5. 40 has 1.5 Day 1 on 5. 40 has 1.0 Day 1
	[>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 only – overtime must be in pay (no comp)
	(Professional Employees Association) Non-Exempt ONLY: Grade 11 & Below  PEA (Professional Employees Association) Exempt ONLY: Grade 12 & Above  SPSO (Saint Paul Supervisors Organization)  Non- Represented Group  MMSA (Manual & Maintenance Supervisory







81 82 83	CCEA (Classified Confidential Employees Association): Clerical, Technical, Professional Non-Exempt: Grade 11 & Below CCEA	[>40 hrs 1.5 Pay or Comp] Weekly Overtime Overtime follows FLSA rules. Employees receive overtime only after 40 hours worked.  [>40 hrs 1.5 Pay] Weekly Overtime For temporary employees only in the employee groups noted—overtime must be in pay (no comp)  Note: Employees will use the Start/Stop timecard.  [>40 hrs WorkNoPay Exempt] Exempt 40 Hour Schedule
83	Professional Exempt: <i>Grade 12</i> & <i>Above</i>	Note: Full-time employees will use the <b>Elapsed timecard</b> and will only enter exceptions (vacation, sick or personal leave). When submitted, VTI auto-populates the timecard to equal 80 hours. Part-time employees (anyone under 40 hours/week) will use the <b>Elapsed Timecard</b> . They will enter their hours on a daily basis.
20 21 23 24 25 29 31 34 46	Electricians, Carpenters, Plumbers, Sheet Metal Workers, Pipefitters, Bricklayers, Cement Masons, Elevator Constructors, Sprinkler-Fitters	[>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.  • Full-time • Standard 8 hour day • Regular set schedule  Note: 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).  [>8 hrs 1.5 Pay]  For temporary employees only – overtime must be in pay (no comp)
71	Tri-Council	Note: Employees will use the Start/Stop timecard.  [>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 8 a helf on a daily basis after 8 hours paid
71 73	Local 132, Teamsters Local 120,	at time & a half on a daily basis after 8 hours paid.  o Full-time o Standard 8 hour day o Regular set schedule
75	Local 49	[>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.  O Full-time O Standard 10 hour day O Regular set schedule working four (4) consecutive work days in a seven (7) calendar day period  [>8 hrs 1.5 Pay] or [>10 hrs 1.5 Pay]



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		For temporary employees <u>only</u> – overtime must be in pay (no comp)
		(same criteria as delineated above)
		Note: Employees will use the Start/Stop timecard
99	Special	[>40 hrs 1.5 Pay] Weekly Overtime OR
	Employment	[>48 hrs 1.5 Pay] Weekly Overtime - 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 <sup>1/3</sup> % of its average receipts for the other six months
		All employees in Special Employment are temporary and considered <i>Weekly Overtime</i> . OT must be paid out; they do not earn comp time.  Note: Employees will use the Start/Stop timecard.
		[>40 hrs WorkNoPay Exempt] Exempt 40 Hour Schedule
19	AFSCME Legal	These employees are not paid overtime or earn comp time.
		<b>Note:</b> Full-time employees will use the <b>Elapsed timecard</b> and will only enter exceptions (vacation, sick or personal leave). When submitted, VTI auto-populates the timecard to equal 80 hours. Part-time employees (anyone under 40 hours/week) will use the <b>Elapsed Timecard</b> . They will enter their hours on a daily basis.
04	Police Federation	[>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
		<b>Note:</b> Employees will use the Start/Stop timecard.
03	Firefighters	[>8 hrs 1.5 Pay or Comp] Daily Overtime [>40 hrs 1.5 Pay or Comp] Daily Overtime [>56 hrs 1.5 Pay or Comp] Daily Overtime
40	FSA (Fire Supervisory Association)	Note: Employees will use the Start/Stop timecard.

<sup>\*</sup>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:



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• 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.