

TASS Overtime Profiles and Descriptions by Employee Group

January 11, 2021

EG #	Employee Group	OT Profile Categories and Description	Holiday or leave time
01 02 22 20	AFSCME Clerical -Art 3 AFSCME Technical -Art 3 Painters Electricians (supervisors only)	<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 <u>paid</u>.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day ○ Regular set schedule <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 <u>worked</u>.</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 (same criteria as delineated above) <i>For temporary employees only – overtime must be in pay (no comp)</i></p>	Holiday benefit and leave time counts towards hours paid to receive OT unless under a FLSA profile (>40 hrs/week)
12	Operating Engineers	<p>>8 hrs 1.5 pay or comp, Daily Overtime, hours paid >10 hrs 1.5 pay or comp, Daily Overtime, hours paid >9 hrs or >4, 1.5 pay or comp, 9/4 and 4/1 schedule ONLY, Daily Overtime, hours paid</p> <p>>40 hrs, 1.5 pay or comp, Weekly Overtime</p> <p>1.5 pay or comp, hours worked - Designated Titles only**</p> <ul style="list-style-type: none"> ● >1040 hrs in 26 week period, FLSA 1040 exemption 7(b)(1), hours paid ● >12 hrs, daily ● >44 hrs, Weekly ● >80 per pay period 	Holiday benefit and leave time counts towards hours paid to receive OT
71 73 75	Tri-Council (Laborers 132, Teamsters 120, Local 49)	<p>>8 hrs 1.5 pay or comp, Daily Overtime >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 8 or 10 hours <u>paid</u>.</p> <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day OR 10 hour day ○ Regular set schedule 	Holiday benefit and leave time counts towards hours paid to receive OT

		<p><i>Temp employees - same criteria as delineated above. For temporary employees only – overtime must be in pay (no comp)</i></p> <p>>8 hrs 1.5 pay</p> <p>>10 hrs 1.5 pay</p>	
06	<p>PEA (Professional Employees Association)</p> <p><i>Non-exempt ONLY; grades 11 or below</i></p>	<p>>40 hrs 1.5 pay or comp, Weekly Overtime</p> <p>Overtime follows FLSA rules. Employees receive overtime only after 40 hours worked.</p> <ul style="list-style-type: none"> ○ PEA Professional grade 11 & below <p>>40 hrs 1.5 pay, For temporary employees in the employee groups noted above – overtime must be in pay</p>	<p><i>Paid holidays included in hours worked</i></p>
06	<p>PEA (Professional Employees Association)</p> <p><i>Exempt ONLY; grade 12 and above</i></p>	<p>Overtime for hours worked and paid holiday time</p> <p>>8 hrs 1.0 pay or comp, Daily Overtime at straight time OR</p> <p>>10 hrs 1.0 pay or comp, Daily Overtime at straight time OR</p> <p>>80 hrs 1.0 pay or comp, bi-weekly overtime at straight time</p> <ul style="list-style-type: none"> ○ PEA Grade 12 & above; all hours over 8 or 10 are considered comp time at straight time <p>>8 hrs OR >10 hrs 1.0 pay, For temporary employees, additional hours must be in pay</p>	<p><i>Paid holidays included in hours worked</i></p>
81 82 83	<p>CCEA(Classified Confidential Employees Association)</p> <p><i>Clerical and Technical Professional grades 11 and below</i></p>	<p>>40 hrs 1.5 pay or comp, Weekly Overtime</p> <p>Overtime follows FLSA rules. Employees receive overtime only after 40 hours worked.</p>	
83	<p>CCEA Professional</p> <p><i>(grades 12 and above)</i></p>	<p>>8 hrs per day 1.0 pay or comp</p> <p>>40 hrs per week 1.0 pay or comp</p> <p>>80 hours per pay period 1.0 pay or comp</p> <ul style="list-style-type: none"> ○ CCEA Professional grade 12 & above; employees may ask for pay or comp for all hours worked over 40, must be approved by supervisor <p>>40 hrs 1.0 pay, For temporary employees, additional hours must be in pay</p>	
09 17	<p>SPSO (Saint Paul Supervisors Organization)</p> <p>Non-Represented Group</p>	<p>>40 hrs Work No Pay, Exempt, Exempt 40 Hour Schedule</p> <ul style="list-style-type: none"> ○ These employees are not paid overtime and do not earn comp time. <p>Note: Full-time employees will use the Elapsed timecard and will only enter exceptions (vacation, sick or personal leave). When submitted, VTI auto-populates the timecard to equal 80 hours.</p>	

		Part-time employees (anyone under 40 hours/week) will use the Elapsed Part Time timecard . They will enter their hours on a daily basis.	
10 05 23 46	MMSA (Manual & Maintenance Supervisory Association) Machinists/Mechanics Plumbers Sprinkler fitters	<p>>8 hrs 1.5 pay or comp, Daily Overtime >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 8 or 10 hours worked (not paid).</p> <ul style="list-style-type: none"> ○ Full-time ○ Normal 8 or 10 hour day ○ Regular set schedule <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 or 10 hours/day ○ Do not work a recurring daily schedule (flex) ○ Work part-time (work less than 40 hours/week) <p><i>Temps: >8 hrs 1.5 pay; >10 hours 1.5 pay or >40 hrs 1.5 pay (under criteria delineated above) For temporary employees only - no comp</i></p>	
34	Cement Masons	<p>>8 hrs 1.5 pay, Daily Overtime 6th day following a normal work week, 1.5 pay or comp OT is paid or comp time earned at time & a half on a daily basis for hours worked (not paid).</p> <p>2x pay or comp</p> <ul style="list-style-type: none"> • 7th day following a normal week, hours worked • Holidays, hours worked <p>Employees may flex only for the purpose of attending seminars, conferences or training in a given week (very rare).</p>	
31	Bricklayers Carpenters	<p>>8 hrs 1.5 pay or comp, Daily Overtime, hours worked 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>>40 hrs, 1.5 pay or comp, Weekly OT, hours worked</p>	

		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 –	
24	Sheet Metal Workers	<p>1.5 pay or comp, hours worked, <i>Daily Overtime</i></p> <ul style="list-style-type: none"> • >8 hrs worked • 6th day following a normal work week, hours worked • >12 consecutive hours worked in 24 hour period (except emergency work required by “acts of god”) <p>2x pay or comp, time worked</p> <ul style="list-style-type: none"> • Holiday • 7th day following a normal week 	
	Electricians Pipefitters	<p>1.5 pay or comp, time worked:</p> <ul style="list-style-type: none"> • >8 hrs <i>Daily Overtime</i> • 6th day following a normal work week, • 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. <ul style="list-style-type: none"> ○ Full-time ○ Standard 8 hour day ○ Regular set schedule <p>2x pay or comp, time worked:</p> <ul style="list-style-type: none"> • 7th day following a normal week, • >12 consecutive hours in 24 hour period, (except emergency work required by “acts of god”), <p>>40 hrs, 1.5 pay or comp, <i>Weekly Overtime</i> – Electrician Supervisors only</p>	
	Elevator Constructors	<p>1.5 pay or comp, time worked</p> <ul style="list-style-type: none"> • >8 hrs <i>Daily Overtime</i> • 6th day in a week, 1.5 pay or comp <p>2x pay or comp, time worked</p> <ul style="list-style-type: none"> • Holiday • 7th day following a normal week, • >12 hrs in 24 hour period (except emergency work required by “acts of god”). 	

19	AFSCME Legal	<p>>80 hrs 1.0 comp, Exempt 80 Hour Schedule Comp time may be earned only after 80 hours worked in a pay period; employees may ask for comp time for hours worked over 80, must be approved by supervisor</p>	
99	Special Employment	<p>>40 hrs 1.5 pay weekly overtime OR >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^{1/3} % of its average receipts for the other six months</p> <p>Note: 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 or 4/2 shift, Daily Overtime >12 hrs, 1.5 pay or comp ECC "1040" plan employees only, Daily Overtime</p>	ECC "working" includes hours worked, vacation, sick, holiday and comp time
03 40	Firefighters FSA (Fire Supervisory Association)	<p>>8 hrs 1.5 pay or comp, Daily Overtime for those assigned a 40 hour profile >40 hrs 1.5 pay or comp, Daily Overtime >56 hrs 1.5 pay or comp, Daily Overtime</p>	

*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.

** Following Titles may participate in 1040 plan subject to manager approval: Chemical Feed System Repairer, Maintenance Worker, Water Plant Worker, Custodian Engineer 1, and Custodian 2. Following Titles shall be on a 1040 Plan: Water Plant Worker, Pumping Engineer II and Water Treatment Plant Operator II assigned to the Water Operations Division.

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 the 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 PEA Exempt and 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.)