

City Overtime/Compensatory Time Follow-Up

Objective: The objective of this follow-up report was to determine if City Management implemented the recommendations made in an earlier report, City Overtime/ Compensatory Time Audit (Project# 2023-05 finalized on March 16, 2023).

Prior Recommendations:

Management should create a targeted training and/or templates for supervisors to provide tips and information for payroll related needs such as modified duty, overtime, and compensatory time.

Status- Implemented: The Finance Department created multiple trainings for time keeping and payroll information that includes short one page checklists and examples for more complicated time keeping in Police and Fire as well as broad based payroll trainings, fringe benefit trainings and overall payroll process from our timekeeping software TimeClock and into the financial system New World for payment. Human Resources also updated the Administrative Policy and Procedures Manual to allow for modified duty to work overtime for emergency or critical events if approved by the respective department head.

Formal policy limits should be created to provide a cap that would require department head approval to exceed in emergency situations.

Status- Partially Implemented: The Fire Department added a formal "Unscheduled Overtime Selection Guidelines" document to their departmental policy and procedures manual. As part of those guidelines, "no one will be scheduled which would result in their working more than 48 hours (two suppression shifts) consecutively." In addition, the guidelines include that the person with the least amount of hours on the unscheduled overtime listing will receive the first opportunity to work and details the order of callback as well as any restrictions.

The Police Department decided not to create policy limits on hours worked and accept the associated risk while monitoring workloads.

The Fire Department should reconsider utilizing TimeClock approvals to involved supervisory review of all hours worked and applicable notes.

Status- Implemented: The Fire Department implemented supervisory review and approvals within the TimeClock system with the addition of three new Battalion Chief positions in early 2024. TimeClock approvals were reviewed for the first half of 2026 and verified that appropriate supervisors were approving employee time within the system.