





Administrative Policy

Title: Timely Payment of Overtime				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.101	11-21-08 (10-09-09)	01-03-17		



This Policy had been numbered Policy 300.13. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.13
Issued: 11-21-08
Revised: 10-09-09



ADMINISTRATIVE POLICY

Policy: Timely Payment of Overtime					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.13	11/21/08	10/09/2009		

POLICY

This policy is intended to provide for the timely payment of overtime to employees in accordance with Department of Labor standards. It applies to all non-exempt employees of the City of Corona.

PROCEDURES

Employees who work overtime are required to obtain approval from their supervisor prior to working overtime. Approval of overtime can also be in the form of a prearranged schedule.

Overtime is reported on the employee timesheet up to the day of submission. If the overtime occurs after the timesheet has been submitted to payroll, the overtime must be reported in the next pay period. It is the supervisor's responsibility to ensure that all overtime is reported accurately and timely.

The Fair Labor Standards Act does not specifically address when overtime compensation must be paid. The general rule is that overtime compensation earned in a particular workweek be paid on the regular pay day for the period in which the workweek ends. However, the Department of Labor does state that "payment may not be delayed for a period longer than is necessary for the employer to compute and arrange for payment of the amount due. In no event may payment be delayed beyond the next pay day after such compensation can be made." (Department of Labor Regulation 29, CFR Sec. 778.106)