

# NEW SALARY ORDINANCE, CHAPTER 350 AND PAYROLL

rev. 01/12 - Final

This manual will attempt to show examples of how items in Salary Ordinance and Chapter 350 should be entered on an employee's timecard/adjustment card. The first part deals with the administration of overtime. The second is about Section 11 of the Salary Ordinance. The third lists new, changed and obsolete shift/earn codes. This manual is a guide and not meant to be policy. Unique situations have not been addressed and Payroll Administration invites payroll professionals to call us for advice.

Disclaimer: Where this manual and Chapter 350 and/or Salary Ordinance differ, Chapter 350 and/or Salary Ordinance is the authority.

## Part 1

### Overtime in general

Overtime's default is pay. It will be up to the Department to grant overtime as compensatory time off. The city continues to be more generous than the FLSA by allowing holiday and furlough time to be counted towards hours worked. It is the City's policy that a work week is defined as 12:01am Sunday morning through 11:59pm on Saturday night.

All non-exempt employees shall be coded as hourly in HRMS job data. Testing has confirmed that exception pay employees get capped at 80 hours, regardless of how time is entered. Overtime may not be calculated correctly for an exception pay employee.

**The following will show examples of how a timecard will be entered when there is overtime for pay (all assume the employee is hourly):**

#### Example 1

Wanda Wednesday worked her normal, second shift schedule. Monday was the holiday. On Thursday, January 19th, she had to work a couple of hours over. She makes \$10 per hour.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045 with a shift of 20	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	10.0 hours - 077 with a shift of 20	6.0 hours - 077 with a shift of 20	
					2.0 hours - 077	

The system will calculate an FLS payment of \$10.46 on the employee's paycheck.

42 hours of regular working and holiday	\$	420.00
40 hours of shift*	\$	18.00
Pay	\$	438.00

\$438.00 divided by 42 hours = \$10.43 is the new hourly rate for overtime purposes

Since the employee already received the straight portion above, the system will calculate the overtime portion. \$10.43 times 0.5 = \$5.22

\$5.22 times 2 hours over the 40 hour threshold= \$10.44

\*Aggregate shift and weekend is limited to 40 hours per week

**Example 2**

Thandy Thursday worked her normal first shift schedule, Monday was the holiday and she was sick on Wednesday. She stayed late on Friday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077	8.0 hours - 043	8.0 hours - 077	10.0 hours - 077	

The system would not generate an overtime payment. Thandy did not work 40 hours in this Sunday-Saturday workweek, she was sick on the 18th. Per the City's overtime policy only working, holiday and furloughs are counted towards hours worked. This example shows 34 hours worked.

**Example 3**

Fred Friday was on vacation all week. Fred's supervisor called him on Friday and asked if he could come in on Saturday. Fred agreed.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 042	6.0 hours - 077			

The system would not generate an overtime payment. This example shows 14 hours "worked".

**Example 4**

Harry worked on the MLK holiday. He worked the rest of his week as normal. Per Henry's department, all overtime is compensated as pay. He was asked to come in on Saturday for a special project for 9 hours, Henry agreed. He always works 4pm to 12:45am with a 45 minute lunch.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 06

	8.0 hours - 081					1.0 hour - 077
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The holiday does not get any shift code because he worked it for a premium. In the aggregate, he claims a total of 40 hours to shift 20 and 06.

**Example 5**

June worked on the MLK holiday. She worked the rest of her week as normal. Per June's department, all overtime is compensated as pay. She was asked to come in on Saturday for a special project for 9 hours, June agreed. She always works 4pm to 12:45am with a 45 minute lunch. She took Tuesday the 17th off as a vacation day and Wednesday the 18th off as a comp day off.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 042 with a shift of 20	8.0 hours - 066	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	9.0 hours - 077 with a shift of 06
	8.0 hours - 081					

The holiday does not get any shift code because she worked it for a premium. In the aggregate, she claims a total of 33 hours to shift 20 and 06. Comp time off is not eligible for a shift code. While technically she "worked" 41 hours, the system would not generate an FLSA premium because 8 of those hours were already paid at time and one half.

**The following will show examples of how a timecard will be entered when overtime is compensated as comp time (remember, dept. must authorize):**

It is strongly recommended that comp entries are made chronologically, meaning, compensatory time shall not be recorded until the 40th hour of "work" in a work week.

**Example 6C**

Sam Saturday was asked to stay late on Friday and come in on Saturday for a special project. He worked his normal schedule with the holiday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077	8.0 hours - 086			
					2.0 hours - 086	

Sam is eligible for comp overtime after his 40th straight time hour of "work". He achieved that threshold on the 20th.

**Example 7C**

Manny Monday was on vacation all week, but was asked to come in on Saturday for a special project. He agreed. The department authorized the earning of comp time, where eligible.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 042	8.0 hours - 077			

Manny is not eligible for comp on Saturday the 21st as he did not exceed 40 hours of "work" during this week.

### Example 8C

It has been a busy week for Crystal, the computer expert. She had the holiday on Monday, but then worked 10 hour days for the rest of the week. She would like to be considered for comp, if eligible, and the department agrees.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	10.0 hours - 077	10.0 hours - 077	10.0 hours - 077	2.0 hours - 077	
					8.0 hours - 086	

She is eligible for comp after her 40th straight time hour of "work" during this Sunday through Saturday workweek. She reached that threshold on Friday with holiday time counting towards hours worked.

### Example 9C

It has been a busy week for Charles, the computer expert. He had a vacation day on Monday, but then worked 10 hour days for the rest of the week. He would like to be considered for comp, if eligible and the department agrees.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan
	8.0 hours - 042	10.0 hours - 077				

He is not eligible for comp time this week because he did not work more than 40 hours. Monday was a vacation day and not part of hours worked.

### Example 10C

Henry worked on the MLK holiday. He worked the rest of his week as normal. Per Henry's department, all overtime is compensated as comp time. He was asked to come in on Saturday for a special project, Henry agreed. He always works 4pm to 12:45am with a 45 minute lunch.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 20	8.0 hours - 086

	8.0 hours - 086					
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Because 045, 077 count towards time worked, his 41st straight hour of work on Saturday was overtime. 086 on the holiday is already compensated at time and one half and should not be counted towards hours worked when determining when the 41st hour of straight time occurred. Since 086 is being claimed on the 16th and the 21st, it is already being compensated at time and one half, therefore shift differential nor Saturday differentials are not allowed.

**Example 11C**

Johnny Applesed worked on the MLK holiday. He took off Tuesday, but then worked the rest of his week as normal. Per Johnny's dept., all overtime is compensated as comp time. He was asked to come in on Saturday for a special project, Johnny agreed.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 042	8.0 hours - 077			
	8.0 hours - 086					

He only had 40 hours of straight time working. He will not earn overtime for coming in on Saturday.

## Part 2

This part should be used in conjunction with Section 11 of Salary Ordinance. This shows how time should be entered on an employee's timecard/adj card for each section.

Disclaimer: Where this manual and Chapter 350 and/or Salary Ordinance differ, Chapter 350 and/or Salary Ordinance is the authority.

### Holiday Hours Worked

**Example A**

Jim worked on the MLK holiday. He worked the rest of his week as normal. Per Jim's department, all overtime is compensated as cash.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077				

	8.0 hours - 081					
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### Example B

Pat is a second shifter. He worked the MLK holiday. He worked the rest of his week as normal. Per Pat's department, all overtime is compensated as cash.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077 with a shift code of 20	8.0 hours - 077 with a shift code of 20	8.0 hours - 077 with a shift code of 20	8.0 hours - 077 with a shift code of 20	
	8.0 hours - 081					

Pat cannot claim shift code 20 on the holiday (045) because he worked the holiday. Working the holiday already earns a premium.

### Example C

Vanna is a second shifter. She had off for the holiday, took a vacation day on Tuesday and worked the rest of the week as normal.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045 with a shift code of 20	8.0 hours - 042 with a shift code of 20	8.0 hours - 077 with a shift code of 20	8.0 hours - 077 with a shift code of 20	8.0 hours - 077 with a shift code of 20	

Vanna gets the shift code on the holiday as section 11 of the salary ordinance allows it.

### Example D

Bob worked on the MLK holiday. He worked the rest of his week as normal. Per Bob's department, all overtime is compensated as comp time.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077				
	8.0 hours - 086					

If Bob were a third shifter, he would not claim shift of 20 on the 045 day because he worked it and earned a premium for that day already.

## Interpreter Pay

Chatty Cathy translated during court for 2 hours and 10 minutes. She told her supervisor. Her supervisor told the payroll professional that Chatty Cathy translated Spanish for this time and should be compensated as soon as administratively practicable. The payroll professional prepared a dollars adjustment to Earn Code 038.

Date	01/21/2012	Adj Desc	Interpreter pay - 2.2 hours in municipal court - Spanish	Create	Modify
Emplid	014220			Delete	Clear
Name	BIELINSKI,JOANN M	Acct code	9900		
JC Desc	ISTANT CITY PAYROLL MANAGER	Ern cd	038 - Interpreter-Translator Pay		
Job Code	4879	Grp ID	211 08	PP/Yr	1 2012
Emp Typ	E	Union	97	Alpha/Typ	A D
		Amt	2.20	Comptrl Appv	Approve
		Ent Bv		Enter Dt	

## On Call Pay

Uses earn code BPR

## 12-Hr Differential Compensation

Shift code	Pays What?
25	>12 hour 25 cent premium
99	>12 hour 25 cent premium and snow bonus

### **Example E**

Joe Friday works a 15 hour shift on January 17. He works 10 hour days January 18-20.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	12.0 hours - 077	10.0 hours - 077	10.0 hours - 077	10.0 hours - 077	
		3.0 hours - 077 Shift Code 25				

The hours over 12 on Tuesday would carry a shift code of 25. The system would also calculate an FLS premium because his hours "worked" equals 53.

### Example F

Sally is a second shifter. She worked two 13 hours shifts on Tuesday and Wednesday. She worked 10 hours days on Thursday and Friday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045 with a shift code of 20	12.0 hours - 077 with a shift code of 20	12.0 hours - 077 with a shift code of 20	6.0 hours - 077 with a shift code of 20	10.0 hours - 077	
		1.0 hours - 077 Shift Code 90	1.0 hours - 077 Shift Code 90	4.0 hours - 077		

Shift code 90 pays Sally the >12 hour in a day differential AND her shift differential. Sally would continue to earn her shift differential on all hours worked until she reaches the 40 hour max. Note: Shift code of 90 is detailed below.

### Reporting Pay (Call-In/Show-Up Pay)

Earn code	Pays What?
072	2 hour minimum at straight time-cash
073	1 hour minimum at straight time-cash

### Example G

Mary Monday got called out on her off day (January 21) for an emergency. She worked for one hour and six minutes. The week prior to this emergency was worked as normal.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077	1.1 hours to 072			

The system would not calculate an FLS premium because the 1.1 hours worked on Saturday was paid at 2 hours of straight time. This is more generous than time and one half.

### Example H

Tina Tuesday works for DCD and got called out on the same day to unlock a door for a tenant. This whole endeavor took a half an hour.

Sun	Mon	Tue	Wed	Thu	Fri	Sat

15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045	8.0 hours - 077	0.5 hours to 073			

The system would not calculate an FLS premium because the 0.5 hours worked on Saturday was paid at 1 hours of straight time. This is more generous than time and one half.

### Shift Differential\*

Shift code	Pays What?
20	Shift differential*
90	Shift differential* and >12 hour 25 cent premium
91	Shift differential* and snow bonus
92	Shift differential* and >12 hour 25 cent premium and snow bonus

\*Limited to 40 hours per week in aggregate with weekend differential

### **Example I**

Samuel Snarky usually works midnight to 8:45am with a 45 minute lunch. He had the holiday on Monday and a vacation day on Tuesday. He worked 2 hours extra on Friday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
	8.0 hours - 045 with a shift code 20	8.0 hours - 042 with a shift code 20	8.0 hours - 077 with a shift code 20	8.0 hours - 077 with a shift code 20	8.0 hours - 077 with a shift code 20	
					2.0 hours - 077	

You will see that once he reached 40 hours of working and paid time off coded with shift differential, the 41st and 42nd hours were coded without the shift differential.

### **Example J**

Michael Jackson usually works midnight to 8:45am with a 45 minute lunch. He had off the holiday on Monday and a vacation day on Tuesday. A huge snow fall came and he had to work 14 hour shifts on Wednesday, Thursday, Friday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan

	8.0 hours - 045 with a shift code 20	8.0 hours - 042 with a shift code 20	8.0 hours - 077 with a shift code 20	8.0 hours - 077 with a shift code 20	8.0 hours - 077	
			4.0 hours - 077 with a shift of 91	2.0 hours - 077 with a shift code of 91	4.0 hours - 077 with a shift of 89	
			2.0 hours - 077 with a shift of 92	4.0 hours - 077 with a shift code of 99	2.0 hours - 077 with a shift of 99	

You will see that once he reached 40 hours of working and paid time off coded with shift differential, the time after that was not input with a shift differential code. Shift codes 89 and 99 do not pay a shift or weekend differential and are ok to use after the 40th hour of shift/weekend differential work.

## Snow and Ice Control Operations

Shift code	Pays What?
89	Snow Bonus
99	>12 hour 25 cent premium and snow bonus

### Example K

Sara Scott usually works midnight to 8:45am with a 45 minute lunch. She had to come in on Sunday for 8 hours due to a snow fall. She had off on Monday for the holiday. She worked 10 hours on Tuesday, Wednesday, Thursday on other projects. Friday she had to come in 10 hours for a snow fall.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
8.0 hours - 077 with a shift code 07	8.0 hours - 045 with a shift code 20	10.0 hours - 077 with a shift code 20	10.0 hours - 077 with a shift code 20	4.0 hours - 077 with a shift code 20	8.0 hours - 077	
				6.0 hours - 077	2.0 hours - 077 with a shift of 89	

Once she reached 40 hours of weekend/shift differential she reverted back to claiming all her time as 077 with no shift codes. Ordinance states that if an employees works in excess of 8 hours in one 24 hour day worked during snow and ice control operations, they receive a bonus. You will see that on January 20th she earned a snow bonus.

## Weekend Differential\*

<u>Shift code</u>	<u>Pays What?</u>
06	Saturday weekend differential*
07	Sunday weekend differential*
93	Saturday weekend differential* and >12 hour 25 cent premium
94	Saturday weekend differential* and snow bonus
95	Saturday weekend differential* and >12 hour 25 cent premium and snow bonus
96	Sunday weekend differential* and >12 hour 25 cent premium
97	Sunday weekend differential* and snow bonus
98	Sunday weekend differential* and >12 hour 25 cent premium and snow bonus

\*Limited to 40 hours per week in aggregate with shift differential

### **Example L**

Kate Middleton usually works midnight to 8:45am with a 45 minute lunch. She had to come in on Sunday because of the snow for 10 hours. She worked the holiday cleaning up the rest of the snow. She took three comp days on Tuesday, Wednesday and Thursday. She worked Friday as usual. Saturday it really snowed and she had to work a 13 hour shift in snow and ice control operations.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
8.0 hours - 077 with a shift code 07	8.0 hours - 045	8.0 hours - 066	8.0 hours - 066	8.0 hours - 066	8.0 hours - 077 with a shift of 20	8.0 hours - 077 with a shift of 06
2.0 hours - 077 with a shift of 97	8.0 hours - 081					4.0 hours - 077 with a shift code of 94
						1.0 hours - 077 with a shift code of 95

She may claim a shift/weekend differential on all hours worked Sunday, Friday and Saturday as she did not exceed the 40 hour max allowed. Shift may not be claimed on the holiday when it is worked for a premium nor on comp time off days.

## One last example to tie it all together

## Example M

It has been a busy week for Charles. He typically works 4:00pm to 12:45am with a 45 minute lunch.

His schedule was as follows:

Sun - Worked 4 hours

Monday - The holiday and worked 8 hours

Tuesday - Worked 10 hours

Wednesday - Worked 13 hours

Thursday and Friday - Worked 10 hours

Saturday worked 13 hours plowing/shoveling snow

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
4.0 hours - 077 with a shift code of 07	8.0 hours - 045	10.0 hours - 077 with a shift code of 20	12.0 hours - 077 with a shift code of 20	10.0 hours - 077 with a shift code of 20	3.0 hours - 077 with a shift code of 20	8.0 hours - 077
	8.0 hours - 081		1.0 hour - 077 with shift code 90		7.0 hours - 077	4.0 hours - 077 with a shift code 89
						1.0 hours - 077 with a shift code 99

Codes 07, 20 and 90 (amongst others not listed in this example) pay weekend and shift differentials and are limited to a 40 hour max. Once this 40 hour max is achieved, then other shift codes like 89 and 99 may be used to pay snow bonuses and >12 hour differentials where required. Again, one may not claim a shift code on a holiday off when the holiday is worked for a premium.

JMB