

**SUBJECT: HOURS WORKED AND TIME RECORDING FOR CG 21  
EMPLOYEES**

Purpose: Compensation Group (CG) 21 employees are incumbents in positions outlined in MGO 3.38(6)(b). CG 21 employees are all salaried employees. All CG 21 employees have individual employment contracts, except the Police and Fire Chiefs.

The purpose of this memorandum is to clarify City policy on CG 21 employees' work hours and how such work hours are recorded.

Policy:

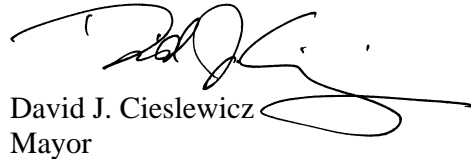
1. CG 21 employees are expected to work or be in a paid leave or approved unpaid leave status for at least 77.5 hours per pay period. The Police Chief, Fire Chief, and Transit Director have 40 hour work weeks and 80 hour pay periods.
2. CG 21 employees are not reimbursed overtime pay for hours worked in excess of 38.75/40 hours per week.
3. CG 21 employees are not credited with compensatory time for hours worked in excess of 38.75/40 hours per week.
4. If a CG 21 employee works or is in a paid leave status for less than 77.5/80 hours per pay period, the employee's salary will not be reduced unless the employee is in an approved unpaid leave status.
5. CG 21 employees have "freedom from the clock." This means that CG 21 employees are not required to have a set schedule of work hours.
6. CG 21 employees are expected to generally be available to their employees and supervisors during "core hours" of their respective agency's operations.
7. CG 21 employees are expected to keep staff in their respective agencies notified of their availability during their agency's core work hours. When a CG 21 employee leaves his/her work place s/he should inform agency staff of where s/he is going, how s/he can be reached, and when s/he is expected to return.
8. CG 21 employees are required to maintain and complete a timesheet. CG 21 employees are to document all: work hours, paid leave hours, and approved leave of absence without pay hours in conformance with payroll deadlines. This timesheet will be submitted to the agency payroll clerk in a timely manner each pay period. The Comptroller will prepare a biweekly summary report of all CG 21 employee hours for review by the Mayor.

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9. This APM is designed to implement a reporting requirement. Therefore, CG 21 Employees shall not have their salaries adjusted nor shall they be required to record vacation or other leave time for failure to follow this APM. However, upon review of time records by the Mayor, CG 21 Employees may be subject to discipline, which may include a required use of vacation or other leave time.



David J. Cieslewicz  
Mayor

APM No. 2-38  
May 25, 2006

Original APM dated 2/13/06