

**PERSONNEL POLICIES AND PROCEDURES****SECTION 200****Classification, Compensation and Hours of Work****Table of Contents**

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## PERSONNEL POLICIES AND PROCEDURES

### SECTION 200. CLASSIFICATION, COMPENSATION AND HOURS OF WORK

#### 201. Pay Policy                      **Effective Date: January 1, 1999**

- .1 It is the policy of the City of Tulsa to compensate employees in a manner that will attract and retain competent, qualified personnel, address pay equity considerations and provide opportunities for advancement. Rates of pay are established that are determined to be appropriately competitive with local cities and private sector employers and/or with comparable public sector employers. Efficiency and effectiveness in government along with the City's budgetary resources shall be considered in determining wage structures.
- .2 The pay policies established by the City of Tulsa shall conform to the rules of public accountability as outlined in Article 10, § 17 of the Oklahoma State Constitution prohibiting the City from paying employees for time not worked and Article 1, § 3.M of the City of Tulsa Charter which authorizes the City to appropriate and expend money only for public purposes.
- .3 The City of Tulsa shall comply with the provisions of the Fair Labor Standards Act (FLSA) including all provisions of Section 7(k) of the FLSA for law enforcement and fire protection personnel. Employees not covered under the FLSA include elected officials and their immediate appointed staff and independent contractors.
- .4 Unless pay exceptions have been specifically authorized by the Human Resources Policy Manual, relevant sections of a Collective Bargaining Agreement or approved by the Mayor or Mayor's designee, every employee in the classified service shall be paid within a pay range established for the classification to which his/her position is assigned. The Human Resources Director shall act as the Mayor's designee on pay policy exceptions. Each position and/or classification shall be assigned to a pay designator and pay grade that will be determined by evaluating the position/classification using a recognized position evaluation system and/or market review analysis.

#### 202. Pay Days                      **Effective Date: January 1, 1999**

The City of Tulsa pays employees wages on a semi-monthly basis on the fifteenth day and the last day of the month. If a payday falls on a holiday or a weekend, checks will be available on the last workday before the holiday or weekend.

#### 203. Interim Check Policy   **Effective Date: January 1, 1999**

It is the policy of the City of Tulsa to minimize the issuance of interim payroll checks.

- .1 Interim checks shall be issued for the following reasons only:
  - .11 Employee Terminated for Cause: An employee terminated for cause shall receive a final paycheck within three (3) business days after the

date of termination. Interim checks will be released only to an authorized person within the terminated employee's department.

203. .12 Clerical or Processing Error: Upon approval of the Payroll Supervisor an employee may receive an interim check when his/her regular paycheck was significantly in error or no paycheck was received. The Payroll Supervisor's decision as to issuance of an interim check will be based on the facts of each situation.
- .13 New Employee not on Payroll: An employee may receive an interim check if compensation owed involves a minimum of forty (40) regular straight-time hours.
- .14 Death of Employee: All monies due a deceased employee may be paid by interim check (See "Final Pay for Deceased Employees," Section 225).
- .15 In order to meet legal requirements.

.2 Department Head Responsibility

The initiating department shall complete the interim check request form (Online Check Request Form) and submit it to the Human Resources Department for forwarding to the Department of Finance. Each department head shall ensure compliance with the interim check policy and establish procedures for administering his/her departmental payroll which minimize the need for interim checks. The signature of the department head or designee on the interim check request shall certify that the request conforms to this policy, to the applicable rules on pay administration and that the amount of pay requested is correct.

.3 Human Resources Director Responsibility

The Human Resources Director or designee shall audit each interim check request to determine whether the request conforms to this policy and to the applicable rules on pay administration. The signature of the Human Resources Director or designee on the interim check request shall certify that the request meets established policies.

.4 Director of Finance Responsibility

The Director of Finance or designee shall audit and process interim check requests. The signature of the Director of Finance or designee shall certify that the reason for the check request is valid and that the pay amounts are correct. The Director of Finance or designee shall establish procedures for timely and accurate processing of the interim check request. Upon receipt by the Director of Finance, the check request shall normally be processed within two (2) working days.

204. Initial and/or Base Rates of Pay      **Effective Date: January 1, 1999**

Normally, an employee's initial rate of pay (base pay) shall be at the entry rate of the appropriate pay range. A higher initial rate of pay may be approved by the Mayor or Human Resources Director based on recruitment and qualification considerations and/or at the request of a department head or designee. Base pay, for purposes of City salary administration, is the employee's assigned rate of pay within a particular pay range.

205. Pay Rate in Promotion

**Effective Date: January 1, 1999**

A promotion is constituted by movement from one pay grade to a higher pay grade (through the promotional process) as determined by the City's position evaluation and salary administration systems.

- .1 Employees covered under the terms of a Collective Bargaining Agreement should refer to the terms of the applicable agreement for pay rate in promotion.
- .2 The initial pay rate for the higher position normally shall not exceed 100% of the range for that position. The Human Resources Department and the department head or designee will agree upon an appropriate hiring rate for employees in the open range that may vary from 5% to 15% above the employee's former rate of pay. The Human Resources Director or designee must approve any amount in excess of ten percent (10%). Appropriate promotional rates shall be determined by salary administration concerns including internal equity, applicant qualifications, market value of the job and department budget constraints.
- .3 Upon promotion an employee in the step portion of a pay system shall be paid at the corresponding step of the higher pay grade or the step that provides a ten percent (10%) increase, whichever is less.

206. Pay Rate for Lateral Transfer

**Effective Date: December 1, 2000**

- .1 A lateral transfer consists of (a promotional process) movement to a new classification and/or a new department within the same classification and/or pay grade. The following chart indicates lateral movement between various pay designators:

									OT-12	LT-12	
									OT-13	LT-13	
									OT-14	LT-14	
					EC-01				OT-15	LT-15	
					EC-02				OT-16	LT-16	
				CS-52	EC-03			IT-20	OT-17	LT-17	ST-24
AC-23	AO-01	AT-23		CS-56	EC-04	EX-23	IS-23	IT-23	OT-18	LT-18	ST-27
AC-28	AO-02	AT-28		CS-60	EC-05	EX-28	IS-28	IT-28	OT-19	LT-19	ST-31
AC-32		AT-32		CS-64		EX-32	IS-32	IT-32			ST-34
		AT-36		CS-68	EC-06	EX-36	IS-36	IT-36			ST-39
		AT-40		CS-72		EX-40	IS-40	IT-40			ST-43
		AT-44	CA-01	CS-76		EX-44	IS-44				ST-47
			CA-02								
		AT-48	CA-03			EX-48					ST-55
			CA-04				IS-48				
			CA-05			EX-52	IS-52				ST-58
			CA-06			EX-56	IS-56				ST-62
				CS-92		EX-60	IS-60				
			CA-08			EX-65	IS-65				
						EX-71					

- .2 When an employee laterally transfers from one position to another within the same pay range and designator, the rate of pay of the transferred employee shall remain unchanged.

- .3 When an employee laterally transfers from one position to another within a different pay designator, the rate of pay of the transferred employee normally shall remain unchanged. However, if the employee transfers into a pay range where their former rate of pay would place them between pay steps, their rate of pay shall be set at the higher pay step.

207. Pay Rate in Demotion      **Effective Date: October 10, 2000**

A demotion is constituted by movement from one pay grade to a lower pay grade as determined by the City's position evaluation and salary administration systems. (Movements to a lower position at the request of an employee shall normally go through the promotional process.)

- .1 Employees covered under the terms of a Collective Bargaining Agreement should refer to the terms of the applicable agreement for pay rate in demotion.
- .2 Upon demotion caused by a reduction in force or at the employee's request, the rate of pay shall be governed by the following.
  - .21 Normally, upon demotion the employee's rate of pay in the lower pay grade shall be set at the range position and associated rate of pay which corresponds to the range position in the higher pay grade. This rate shall not exceed 100% of the new pay range.
  - .22 Normally, upon demotion an employee in the step portion of a pay system shall be paid at the corresponding step of the lower pay grade.
- .3 The Human Resources Director or designee may approve a different demotion rate based on various salary administration concerns that may include internal equity, applicant qualifications, market value of the job, and departmental budget constraints.
- .4 When an employee is demoted to his/her former classification and associated pay grade during the probationary period following a promotion, pay shall be restored to the rate in effect prior to the promotion as though the promotion had not been granted. Employees demoted during the probationary period following a promotion shall be eligible for any wage increase that they would have been eligible to receive had the promotion not occurred. The effective date of the pay increase shall be the date of transfer back to the original position.
- .5 Upon demotion for cause, the rate of pay in the lower pay range shall be established by the department head and approved by the Human Resources Director or designee after considering the circumstances of the demotion. Normally, these rates will be in accordance with subsections .21 and .22 above.
- .6 Upon demotion due to participation in the Alternate Job Placement Program (AJPP) related to disabilities, the new pay rate shall be determined based on the pay grade of the employee's new classification. If a demotion through AJPP is one grade level lower, the new pay rate shall be governed by section 207.2 (above). If a demotion through the AJPP is a demotion of two (2) or more pay grades, the employee's pay rate shall be reduced by 10% annually, not to exceed 25% above the new range maximum, on the date of the original demotion, until the employee's rate of pay reaches the maximum of the new pay range. The original pay cut received shall be reviewed by the Compensation Manager to ensure that the initial 10% reduction places the employee's new pay rate is no greater than 25% above the new range

maximum and to ensure appropriate tracking. Employees placed under this provision shall sign a memorandum documenting their understanding of the policy and its future application to their pay rate.

208. Pay Rate Upon Reclassification **Effective Date: January 1, 1999**

- .1 Upon reclassification the employee's rate of pay shall not change except to bring the pay up to the minimum of the new pay range. This policy shall not preclude pay adjustments or the use of discretionary monies to address inequities as specially approved by the Mayor or designee.
- .2 If the employee moves into a pay grade where his or her former pay would place them between pay steps, they shall be placed in the higher step or at the rate approved by the Mayor or designee.

209. Pay Rate in Progression **Effective Date: January 1, 1999**

A progression is constituted by movement from one pay grade to a higher pay grade within an approved progression system after attainment of required education, experience and training.

- .1 Employees covered under the terms of a collective bargaining agreement should refer to the applicable agreement for pay rate in progression.
- .2 Normally, upon progression an employee in the step portion of the pay system shall be paid at the corresponding step of the higher pay grade or the step that provides a ten percent (10%) increase, whichever is less.
- .3 Upon progression an employee in the open range shall be paid ten percent (10%) above the previous rate of pay or the minimum of the new pay range, whichever is greater.
- .4 Employees receiving progression proficiency increases that are in the step portion of the pay range will be placed in the next higher pay step. Employees in the open range receiving progression proficiency increases shall receive a five percent (5%) increase in pay, not to exceed the range maximum.
- .5 This policy shall supersede all previous progression document language regarding rates of pay in progression.

210. Pay Rates for Part-Time Service **Effective Date: January 1, 1999**

Employees hired on a part-time basis to work less than forty (40) hours per week shall be paid for the actual number of hours worked at the corresponding hourly rate for the position.

211. Pay for Out-of-Classification Job Assignments for OT, AT, AO, EC, IT, IS, CA and EX Employees **Effective Date: December 1, 2000**

- .1 A department head or designee may select an employee to perform the job duties of a higher rated position. Employees assigned to such positions are expected to perform the job duties in accordance with performance standards set forth by the department head or designee. An employee performing out-of-classification tasks that are of short duration, involves only a few additional duties, or predominantly involve duties performed by equal or lower grade positions shall not be eligible for out-of-classification pay.

- .2 Out-of-classification pay shall be granted to an employee only when:
211. .21 A higher grade level position is vacant by reason of termination, resignation, retirement, death, or an employee's absence; and
- .22 The position vacancy (or employee absence) extends for a period in excess of five (5) consecutive workdays for OT, AO, EX/AT/IS/IT-23 through EX/AT/IS/IT-36 or EC positions. The position vacancy (or employee absence) must extend for a period in excess of twenty (20) consecutive workdays for EX/AT/IS/IT-40 through EX/AT/IS-71 and CA-01 through CA-08 positions; and
- .23 The employee assumes approximately 75% of the key job responsibilities of the higher position as reasonably determined by the department head.
- .3 The department head or designee must approve in writing any request for out-of-classification pay not in compliance with the provisions set forth in section .2 above.
- .4 Out-of-classification pay shall not be provided to employees for working within their own progression family. Such job assignments within progression families are considered a developmental growth opportunity. An employee's job assignment determined by the supervisor to be in-service training for advancement does not qualify the employee for out-of-classification pay.
- .5 The department head or designee shall notify the employee, prior to the employee assuming the job responsibilities, as to the receipt of out-of-classification pay.
- .6 Pay rates during out-of-classification assignments shall be set in accordance with pay rates involving promotion (See Section 205 – Pay Rate in Promotion).
- .7 EX/AT/IS/IT-23 through EX/AT/IS/IT-36, EC and OT employees shall begin receiving out-of-classification pay for an assigned job on the sixth day of filling a vacancy or absence. EX/AT/IS/IT-40/CA-01 and above employees shall begin receiving out-of-classification pay for an assigned job on the twenty-first day of filling a vacancy or absence. Out-of-classification pay shall not be paid retroactively and shall be provided only on the basis of a full time rather than a part time assignment.
- .8 Employees shall not be eligible to receive out-of-classification pay for more than thirty (30) workdays per year without the department forwarding a letter to the Human Resources Director or designee requesting approval of an extension.
- .9 If out-of-classification pay is provided due to an existing vacancy, it shall be filled through the normal recruitment process as soon as possible.
- .10 Employees designated to work out-of-classification shall be returned to their previous job classification and rate of pay when the vacant position is filled or when the absent employee returns to full or part-time duty.

212. Standby Compensation and On-Call Status **Effective Date: December 1, 2000**

.1 A "Standby" employee is defined as an employee being specifically assigned to remain at a location away from the work premises or available through use of telecommunication devices so that the employee can be contacted and instructed to report to work within a reasonable timeframe. An employee who is "On-Call" is defined as an employee who is subject to call-in, but is free to leave town or not be available to report on a consistent basis or within a reasonable short timeframe. On-Call status shall not require additional compensation.

212. .2 Employees in the OT, IT, AT or EC-01 through EC-05 pay grades who are required to be "on standby" away from their work location during non-work hours shall be compensated at the rate of \$1.25 per hour for such standby time. Pay for standby time shall be reduced by the number of hours actually worked. Time spent on standby away from the work location shall not count as overtime.

213. Shift Differentials **Effective Date: December 1, 2000**

.1 Eligible employees in the OT, AO, EC, and EX/AT/IS/IT-23 through EX/AT/IS/IT-36 pay grades regularly assigned to evening and night shifts shall receive a shift differential in addition to their regular pay as follows:

.11 A shift differential of \$.40 per hour shall be granted employees whose assigned shift begins on or after 3:00 p.m. but prior to 8:00 p.m.

.12 A shift differential of \$.60 per hour shall be granted employees whose assigned shift begins on or after 8:00 p.m. but prior to 4:00 a.m.

.2 Shift differentials shall be added to or deducted from an employee's rate of pay concurrent with changes in the employee's regularly assigned shift for at least the duration of one (1) week.

.3 Employees assigned to day shifts who are called back for evening or nighttime work or daytime employees who work evening or night hours on an overtime basis, shall be ineligible for shift differential pay.

214. Bargaining Unit Subordinate-Supervisory Pay Differential  
**Effective Date: January 1, 1999**

Upon promotion or departmental review, a differential of fifteen percent (15%) shall be established between the base salary of EX/IS employees and the predominant base salary (as determined by the internal procedures of the Human Resources Department) received by their subordinates who are in a bargaining unit recognized by the City. This differential is contingent upon the EX/IS employee receiving a satisfactory annual performance evaluation.

215. Mileage Allowance **Effective Date: January 1, 1999**

Allowance for the operation of personal vehicles in official City business shall be reimbursable upon request of the employee and signature approval of the reported mileage by the department head or designee. Mileage allowance shall be provided based on the IRS maximum mileage reimbursement rate.

216. Pay for Leave **Effective Date: January 1, 1999**



Pay for leave which is granted under provisions of Section 300 will be at the employee's base pay plus any out-of-classification pay which is ongoing and has actually been received for at least thirty (30) consecutive calendar days.

217. Pay Increases for Non-Sworn Employees **Effective Date: December 1, 2000**  
**Revised Date: November 7, 2011**

**Definitions:**

Pay Range - A pay band with defined minimum and maximum pay rates. Pay ranges may consist of pay steps, open ranges or a combination of both. A pay range is designated by a two digit numerical indicator.

Pay Designator - A two letter alpha designator that identifies a particular pay group of employees.

Pay Grade - A particular pay range specified by a pay designator and numerical pay range indicator.

Pay Step - A defined rate of pay associated with a particular designator such as the "A" step or "B" step.

Open Range- A pay band which allows an individual's pay to be established anywhere between the minimum and maximum rate with no actual pay steps.

Compa Ratio - The position in range of an individual employee. Compa ratio is mathematically calculated by dividing the employee's base pay by the 100 percentile of the range.

Pay Adjustment – A variable pay increase of 1 or 2 steps for employees based on pay equity issues as recommended by management and approved by Human Resources. These are one-time salary changes that occur to correct a significant deviation from internal equity and/or to ensure compliance with fair pay practices. Salary differences based on performance or seniority are not considered equity issues.

Satisfactory Performance Increase (SPI) - A fixed increase in pay involving movement from one pay step to the next pay step and requiring at least a proficient category performance rating. Individuals rated inadequate are ineligible for an SPI.

Special Merit Increase (SMI) - A variable pay increase of 1 or 2 steps for employees based on exemplary performance as recommended by management.

The following information relates to wage increases for non-sworn employees. Increases referenced within this section shall be subject to funding and final approval by the Mayor. Employees covered by a collective bargaining agreement should refer to the language contained within their specific agreement.

- .1 Wage increases shall be based upon job performance and the employee's current step or position within his/her designated pay range.
- .2 Pending budget allocation and Mayoral approval, each year on January 1, a non-probationary employee will be eligible to receive a Satisfactory Performance Increase (SPI). Eligibility for this increase will be determined by the department head and rating supervisor using the Performance Planning and Review Record (PPR) (See Section 703). The planning section of the PPR shall be completed in

January/February for the next year.

- .3 A newly appointed non-sworn employee in the step portion of a pay range shall be eligible for an SPI after completion of one (1) year within their position and documented performance in the Proficient Category provided the probationary period is completed by June 30 within the fiscal year the funds are allocated. Subsequent eligibility for SPI's shall be on January 1 of the following year.
- .4 If an employee's eligibility for an SPI date falls within a probationary period following a promotion, voluntary demotion, lateral transfer to a different classification, or lateral transfer to the same classification in a different department any SPI shall be deferred until the completion of the probation. If eligible, the increase will be effective the pay period immediately following the completion of the probationary period and will not be retroactive to January 1.
- .5 Non-sworn employees on a designated pay step may be eligible to receive a special merit increase at the recommendation of the department to reward exemplary performance. Annually on January 1, each department may request (through the Personnel Director or designee) special merit increases for a maximum of ten percent (10%) of employees within their department or one (1) employee per department, whichever is greater. Written documentation requesting the increase should accompany the PPR and Personnel Action form for review and approval by the Personnel Director or designee. Approved SMI's will be effective at the beginning of the pay period after they are received and approved by Human Resources.
- .6 Special Merit Increases requested outside the PPR process or in excess of the allocated number per department outlined in this policy must be submitted to Human Resources and accompanied by written documentation by the requesting Department Head and will be subject to approval by the Mayor or designee.
- .7 A Pay Adjustment request may be approved upon submission by the department to Human Resources. Written documentation must accompany the requested increase for review and approval by the Personnel Director or designee. Approved Pay Adjustments will be effective at the beginning of the pay period after they are received and approved by Human Resources.

218. Administration of Non-Sworn Wage Increases **Effective Date: January 1, 1999**  
**Revised Date: November 7, 2011**

- .1 The effective date of wage increases will be the first day of the payroll period that coincides with or next follows the date the employee becomes eligible for the increase.
- .2 An employee below the minimum of his or her pay range or step after a range adjustment occurs shall be moved to the minimum of the pay range or their previous pay step before being considered for a wage increase. The effective date shall be the date of the range adjustment.
- .3 Normally, an employee's base pay rate shall not exceed the maximum of the pay range.
- .4 Whenever an employee is eligible for an SPI on a date other than January 1, the Performance Planning and Review Record (PPR) shall be completed (See also Section 700) and submitted to the Human Resources with a Personnel Action Form.
- .41 Employees who are denied an SPI due to poor performance rating or other factors

will be notified in writing by the department head or designee of the reason for such action. A copy of the notification and the PPR shall be sent to the Human Resources Department.

219. There is no policy that corresponds with this section number.

220. There is no policy that corresponds with this section number.

221. Hours of Work and FLSA Overtime      **Effective Date: December 1, 2000**

- .1 The City of Tulsa shall comply with all statutory provisions of the Fair Labor Standards Act (FLSA) as amended and the related Department of Labor regulations concerning hours of work, overtime, exempt and non-exempt position classifications and other related FLSA issues.
- .2 Due to overtime considerations, non-exempt employees shall not begin work prior to the work shift or continue to work after the work shift, except in an emergency, without approval of the department head or designee.
- .3 Except for employees approved to work an Alternate Work Schedule or shift variation by their department head or designee, the standard workweek shall consist of forty (40) hours and normally shall begin at 12:01 a.m. Sunday morning and end at 12:00 midnight Saturday evening. Any request for deviation from the standard workday or workweek shall be approved in writing by the department head or designee.
- .4 In accordance with the provisions of the FLSA, the department head or designee may establish special hours and tours of duty for the department as necessary to provide adequate service.
- .5 Lunch periods may be established in fifteen (15) minute increments and shall be not less than thirty (30) minutes or more than ninety (90) minutes in duration. If a non-exempt employee is required to perform any work during their lunch period, that time shall count as hours worked. The department head or designee may further define or restrict lunch periods based on internal departmental procedures.
- .6 Hours spent by City employees while traveling in order to conduct City related matters may be considered, under certain circumstances, as hours worked and may be compensable. In order to determine compensability of travel time, the guidelines in Section 902 should be followed.
- .7 Departments shall establish their own system of verifying hours worked with the approval of the Finance Director or designee. These records shall be kept by the departments for a minimum of five (5) years.

222. Overtime Compensation Administration      **Effective Date: December 7, 2009**

Employees covered under a collective bargaining agreement should refer to the terms of the applicable agreement for overtime compensation provisions specific to their pay group.

.1 Non-Exempt Employees

Employees who are non-exempt based on the Fair Labor Standards Act (FLSA) shall be compensated at one and one-half times the regular hourly rate for all hours worked in excess of forty (40) hours in one (1) work week.

- .11 Non-exempt employees are not authorized to work overtime, except in emergency or on-call situations, unless specifically approved by their supervisor.
- .12 Each department should develop procedures for the authorization of emergency and on-call overtime.
- .13 All leave whether paid or unpaid are not counted as hours worked when computing overtime.
- .14 An employee who is off duty and has left the premises of his or her work location and is subsequently recalled to duty to perform work that is not continuous with the employee's regular work period shall be guaranteed a minimum of two (2) initial hours of overtime. Overtime shall be computed to the nearest quarter hour. An employee recalled to service will be considered on the clock when initially called out until the end of the two (2) hour overtime period. If the employee completes his/her original assignment and is allowed to return home by the supervisor and is called again within or at a time that is continuous with the two (2) hour guaranteed overtime period, he/she will be considered still on the clock from the initial call and shall not receive any additional guaranteed overtime. The employee shall receive overtime for all hours actually worked outside the initial two (2) hours. The minimum two (2) hours overtime compensation standard shall apply to both regular call-in and stand-by call-in, except that on a designated City holiday and/or an employee's designated holiday, a minimum of four (4) hours overtime compensation shall apply.
- .15 Compensation will be in the form of cash payment unless the employee elects to receive compensatory time instead of cash payment. The following provisions shall govern granting compensatory time for overtime work to non-exempt employees:
  - .151 A non-exempt employee who wishes to receive compensatory time in lieu of cash payment must request, via a Compensatory Time Accrual Form to the department head or designee, compensatory time accrual at the rate of one (1) and one-half (1/2) hours for each hour of overtime worked. An employee may change their election of compensatory time accrual vs. cash overtime payment one time per month. Such an election shall only apply to future overtime hours and not retroactively for any overtime already worked. Allowance of the practice of compensatory time accrual or further restrictions regarding limitations on the amount of such accruals (below the eighty hours set forth in .153) shall be subject to the discretion and approval of the department head or designee.
  - .152 Non-exempt employees who request compensatory time for overtime work must submit a Leave Report for the hours of overtime.
  - .153 Non-exempt employees may accrue a maximum of eighty (80) hours of compensatory time after which overtime shall be compensated by monetary payment.

- .154 If the non-exempt employee and supervisor agree overtime work will be taken as compensatory time, this time must be taken within 60 days after the end of the payroll period in which overtime was worked.
- .155 Accrued compensatory time must be expended before vacation leave can be used.
- .156 An employee transferring from one department to another shall use or shall be paid for any accrued compensatory time prior to the transfer. When an employee moves from a non-exempt position into an exempt position, all compensatory time shall be used or paid prior to the job change.
- .157 Employees who have accrued compensatory time shall be paid for such time upon separation from the City.
- .158 Compensatory leave shall not be used during a period of suspension.
- .159 Normally, compensatory leave shall be granted upon employee request within a reasonable period after making the request as long as such leave does not unduly disrupt departmental operations. Staffing levels or overtime costs shall normally not be considered unduly disruptive to departmental operations unless some minimal or emergency level of staffing is maintained or necessary.
- .16 Supervisors are responsible for managing the use of overtime, including compensatory time by their subordinates. If employees fail to adhere to overtime and compensatory guidelines, disciplinary action should be taken. However, all overtime worked must be compensated regardless of whether or not it was preapproved.
- .17 Non-exempt employees required to work on a holiday observed by the City will be compensated at one (1) and one-half (1/2) his/her hourly rate for all regularly scheduled hours worked. Non-exempt employees required to work beyond his/her regular scheduled hours on a holiday observed by the City will be compensated at two (2) times their adjusted overtime rate for hours worked in excess of his/her normal shift.
- .2 Exempt Employees
  - .21 Employees who are exempt based on the FLSA shall not be eligible for overtime. However, exempt employees may receive "premium pay" for work performed over forty hours in one work week during an emergency which has been declared by the Mayor. Premium pay shall be defined as pay equal to an employee's base hourly rate. Premium pay for individual employees is subject to the express and specific approval of the Mayor.
  - .22 It is recognized exempt employees may work extra hours by arriving early, working late or on weekends, or attending scheduled evening meetings to adequately perform their job accountabilities, which shall not be compensated by premium pay.

- .23 To minimize the monetary cost of premium pay to the City, Administrative Leave may be granted by the department head or designee when possible to recognize employees who have worked such additional hours.

223. Flex-Time Alternate Work Schedule Policy **Effective Date: January 1, 1999**

This policy is set forth to ensure appropriate and consistent administration of flex time and alternate work schedules in work areas that do not have specific work schedule requirements. Upon written request and with supervisory/management approval, this program allows employees to have a more flexible work schedule.

**Definitions:**

Core Hours

Hours during which all employees must be on the job. The core hours for purposes of this program are 9:00 a.m. to 3:00 p.m.

410 work period

A schedule that involves working four (4) days per week, ten (10) hours per day.

980 work period

A schedule that involves working eighty (80) hours over a two (2) week timeframe with no more than forty (40) hours within either work week. As an example, an employee works nine (9) hours per day Monday through Thursday and four (4) hours on Friday a.m. of week one followed by week two which will consist of working four (4) hours on Friday p.m. and nine (9) hours per day during the following Monday through Thursday with the employee having Friday off. This computes to nine working days with a total of eighty (80) hours. A 980 work period has an FLSA work week split, which in this example occurs at midday on Friday, so no overtime implications are inherent to this schedule.

Alternate Work Schedule Hours

The hours an employee may begin or end work within a particular work area as determined appropriate by management. Alternate work schedule hours shall be established between the hours of 6:00 a.m. to 7:00 p.m.

Work Cycle

A set time period in which employees shall normally work either forty (40) hours in a one-week cycle or eighty (80) hours in a two-week cycle.

Flex Time

The practice of being able to "flex" starting and ending times of an eight (8), nine (9), or ten (10) hour workday, with attendance required during certain core hours.

.1 General Information

- .11 Employees may not normally work outside the hours of 6:00 a.m. to 7:00 p.m. except in shift work areas or with special approval of the department head or designee. In addition to approved flex time hours, employees will be required to take a lunch break of at least thirty (30) minutes as close as possible to mid-day of the work day involved.

- .12 The Flex Time/Alternate Work Schedules may be approved, canceled, denied or changed by the department head or designee in case of emergency or if the schedule is determined to interfere with the operational needs of the division/department.
- .13 An employee that changes positions, supervisors, or departments will be required to request and gain approval for the Flex Time/Alternate Work Schedule they desire from their new supervisor/manager.
- .14 Departments may consider rotating employee schedules/days off or utilizing work area seniority if demand for one schedule or day off is higher than another.
- .15 Supervisors are responsible for ensuring that employees and work areas participating in these programs maintain at least an equivalent level of service and productivity as under their previous work schedule.
- .16 Shift work employees, Union employees, or employees whose positions have been determined by management to require a specific (alternate) work schedule are not addressed or directly impacted by this policy. However, department heads may approve use of components of this policy for specific Union employees with approval of the Human Resources Director.
- .17 When approval is given for an employee to utilize either Flex Time or an Alternate Work Schedule, the supervisor shall ensure that a stable work period is established in writing with definitive start and end times.

.2 Departments Affected

- .21 All departments/divisions have the option to approve flex time/alternate work schedules based on their staffing requirements if such approval will not reduce or adversely impact service to the public or support to other City departments. Department heads or their designees have the right to approve or deny any flex time/alternate work schedules. However, supervision shall take into consideration fair and equitable treatment of their employees with regard to these programs as with any other employee programs.

223. .3 Flex Time

- .31 Flex Time may be of interest due to personal, family or educational interests. Flex Time utilizing mid-day leave associated with the lunch break may be particularly useful in accommodating employee's college coursework pursuits.
- .32 The department head or designee may change flex time hours if the schedule interferes with the operational needs of the department or due to an employee's request.
- .33 Flex Time approval decisions may at times involve several employee work schedule changes to facilitate service requirements.
- .34 Departments shall require that Flex Time requests be made and approved in writing or by e-mail and retained for later review to ensure proper communication and consistency.

.4 Alternate Work Schedules

.41 An alternate work schedule is defined as any change from the normal five (5) day per week, Monday through Friday work cycle for non-shift work areas. Alternate Work Schedules involve changing the number of hours worked in a day to provide additional days off work, i.e. 410 and 980 work periods.

.42 Alternate work schedules shall not cause the City to pay expanded leave benefits. Therefore, any type of leave taken by an employee who has requested and been approved by their supervisor to work an alternate work schedule shall result in the employee's leave accruals being reduced by the number of hours the employee would work on their scheduled day. **Sick Leave or Vacation Example:** If an employee on a 410 work period calls in sick or takes vacation, the employee's sick leave or vacation accrual shall be reduced by ten (10) hours. Likewise, employees on a 980 work period would have their accrual reduced by nine (9) or eight (8) hours for the day in question, as applicable.

.43 Holidays are provided as an eight (8) hour benefit. Therefore, employees who wish to establish an alternate work schedule will be required to have their vacation or comp. time accrual amount reduced by an established amount per paid holiday. **Holiday Example:** An employee working the 410 schedule would be required to submit a leave slip for two (2) hours of vacation or comp time for each Holiday that falls on a regularly scheduled workday. Likewise, an employee on the 980 schedule would submit a slip for one (1) hour of vacation or comp time for each Holiday that falls on a regularly scheduled 9-hour workday. Exempt employees may cover such time with Administrative Leave as approved by their department head or designee.

.44 Employees who request approval to participate in the Alternate Work Schedule may select from the following work schedule options:

.441 **OPTION I** is referred to as a **410** work cycle.

One-week work cycle of 40 hours. Within a one-week work cycle employees shall work four (4) days comprised of ten (10) hours per day. Employee will normally be granted the fifth day off, generally Monday or Friday, (unless overtime is necessary). **EXAMPLE:** Employee works 7:00 a.m. to 6:00 p.m. Monday through Thursday with a one (1) hour lunch and is off every Friday.

.442 **OPTION II** is referred to as a **980**-work cycle.

The two week work cycle includes a total of 80 work hours.

**EXAMPLES:**

*Week One*

The employee shall normally work four (4) days comprised of nine (9) hours per day. On Friday of week one the employee shall work a total of eight (8) hours. The employee may work from 7:00 a.m. to 5:00 p.m. Monday through Thursday and work from 8:00 a.m. to 5:00 p.m. on Friday with a one (1) hour lunch break each day.

*Week Two*



The employee shall work four (4) days comprised of nine (9) hours per day and shall have Friday off (unless overtime is necessary). The employee may work from 7:00 a.m. to 5:00 p.m. on Monday through Thursday with a one (1) hour lunch break. In this example an employee would have a workweek that begins at 12:01 p.m. on Friday and ends at 12:00 p.m. on the following Friday.

.443 The 980 work period requires that a new designated Fair Labor Standards Act (FLSA) workweek be established for the 980 non-exempt employee(s). Anyone on the 980 work period must have an FLSA workweek that begins after four (4) hours of work on his or her swing day, which was Friday in the above 980 example. In other words, employees on such a schedule shall be required to work four (4) hours prior to lunch and four (4) hours after lunch on the "swing day" Friday to preclude overtime issues.

.444 **OPTION III**

Alternate work schedules other than the 410 and 980 options listed above may be utilized only with approval of the department head or designee and must comply with similar FLSA (40 hour workweek) considerations.

.5 Department heads or designees who approve or change workday schedules that involve an alternate 980 work period must notify employees in writing of the (new) workweek. A copy shall be sent to the department's Payroll Clerk for retention and to the Human Resources Department. Workweek schedules should not be changed frequently, (generally not more than twice annually) and can not change based on avoidance of overtime per FLSA provisions. An approval and change in workweek under this policy shall supersede Section 221.

.6 Work areas that utilize work schedules other than Monday through Friday, may also consider the use of Alternate Work Schedules. In those areas, the FLSA rules on overtime will require adjustment of the normal designated workweek. (Contact the Employee Relations Section of Human Resources for additional information on these changes).

224. Classification System Administration      **Effective Date: December 1, 2000**

.1 Positions with similar duties and requiring similar knowledge, skills, and abilities shall be placed in the same classification

.11 Each position and classification shall be assigned to a pay group designator and pay grade that will be determined by evaluating the position/classification using a recognized position evaluation system. Under some circumstances, the appropriate pay grade may additionally be determined based on hiring considerations and/or external market value.

.12 Pay group designators are represented by abbreviations as follows:

- EX – Exempt
- OT - Office Technical
- AT - Administrative and Technical
- LT - Labor and Trades

AO - Airport Safety Officers  
PD - Police Sworn  
FD - Fire Sworn  
EC – Emergency Communications  
CA – City Attorney  
IS - Information Systems  
IT - Information Technical  
UC – Unclassified (see Section 906)  
SE - Seasonal (see Section 906)

.13 For purposes of all City policies, compensation/benefit programs and employee relations concerns, OT, AT, IT, EC-01 through EC-05 and AO pay designator employees shall be considered to fall under the general title of OT employee unless specifically noted otherwise. Similarly, EX, EC-06, CA and IS pay designator employees shall be considered to fall under the general title of EX employees unless specifically noted otherwise.

## .2 Classification Review Process

.21 All requests for classification reviews of existing positions occurring outside of a major pay group study must be approved in writing by the department head. This approval is to be forwarded to the Human Resources Department for review. Human Resources will recommend whether a classification study is warranted. All requests shall be forwarded to the Mayor's office for final approval, accompanied by the recommendation of Human Resources. If final approval is granted, the Human Resources staff shall conduct a thorough study

.211 Classification review requests normally will only be considered based on the following circumstances:

- a. Department reorganizations
- b. Significant additions or loss of responsibility over time
- c. Significant increase in the technical knowledge and/or skill required
- d. New positions unlike currently existing classifications
- e. New or vacant positions requiring review prior to advertisement

.212 Classification evaluations will be reviewed by the Classification and Compensation Committee. The Committee will be trained in job evaluation. The purpose of this committee will be to insure direction, oversight and fairness regarding changes made within the classification system. Members of the committee shall be nominated by the Human Resources Director and approved by the Human Resources Oversight Committee.

## .3 Reclassifications

.31 Reclassifications shall be differentiated from promotions.

.32 The Mayor may approve reclassification study results after a thorough evaluation of the position by the Human Resources Director or designee. The Personnel Director shall be notified of all reclassifications prior to submission to the Mayor for approval.

- .33 The following criteria must be met to reclassify a position:
  - .331 The present classification and/or pay grade do not adequately reflect the responsibilities of the position in relation to other City positions.
  - .332 There is another classification and/or pay grade that is more reflective of the position as evaluated from the standpoint of duties, responsibilities, and requirements.
  - .333 Those job elements that would justify a different classification and/or pay grade have come about gradually rather than through an abrupt significant reassignment or other organizational change.
- .4 Large scale classification studies may be conducted based on special pay and classification procedures approved by the Mayor.

225. Final Pay for Deceased Employees **Effective Date: January 1, 1999**

When an employee dies, his or her final paycheck will be issued, upon approval of the Human Resources Director and the Legal Department, to the employee's spouse or next of kin upon presentation of satisfactory proof of relationship to the deceased employee.

226. Gifts, Donations, Honoraria or Other Compensation  
**Effective Date: January 1, 1999**

- .1 Receipt of any form of compensation from the City of Tulsa in addition to an employee's regular rate of pay must be approved by the Mayor or designee in writing.
- .2 Rewards, gifts or other forms of compensation or remuneration with a value of \$35.00 or more (in addition to an employee's regular pay) may not be received from any source for the performance of duties for the City of Tulsa without the express written approval of the Mayor or designee. Rewards earned by police officers in recognition of services in connection with solving crimes or locating stolen property may be received by the Chief of Police for the express purpose of donating the reward to the Police Pension Fund, Police Death Benefit Fund or other recognized charitable organizations.
- .3 Approval by the Mayor or designee shall be required in writing prior to any City employee engaging in the following:
  - .31 Solicitation of donations or contributions for the City or a non-City entity using the name of the City, its departments, agencies, and/or related entities or solicitation of donations or contributions for the City implying a relationship to the City.
  - .32 Directly or indirectly maintaining accounts with financial institutions or similar agencies to administer donations and contributions received in the name of the City, its departments, agencies, or related entities.
  - .33 Using City resources, facilities or equipment in the solicitation or administration of donations or contributions on behalf of the City or for a non-City entity using the name of the City as part of the solicitation.

- .34 Receipt of honoraria or related compensation for activities such as speeches conducted as a City employee or in the name of the City.
- .4 Employees shall be required to maintain any such written documentation of consent and provide it upon request of their department head or the Mayor.
- .5 All donations, contributions, proceeds, and honoraria from such activities shall be taken by the employee to the Finance Department/Treasury Division and shall be accounted for and deposited consistent with ordinances and regulations governing the administration of City funds.
- .6 Employees who become aware that a donation, contribution, proceed, gift, honoraria or some other form of compensation has been forwarded to them due to their employment and involvement with the City of Tulsa without proper approval of the Mayor shall immediately disclose such receipt to their department head for appropriate action. Employees who have not made such disclosure after becoming aware of such compensation items, or who should reasonably have been aware of such compensation being provided shall be subject to appropriate disciplinary action up to and including forced termination.
- .7 Any employee of the City who becomes aware of a violation of this policy involving another employee's activities shall make disclosure of such activities to their supervisor and/or department head as soon as reasonably possible.

227. Pay Actions Not in Conformance with Preceding Sections  
**Effective Date: January 1, 1999**

Determinations of pay actions that are not covered or are not in conformance with the provisions of Section 200 and all special pay increases must be approved by the Mayor or Human Resources Director acting as designee for the Mayor. The reasons for the exceptions must be documented in writing or stated in the "Remarks" section of the Personnel Action Form submitted to the Human Resources Department.

228. Incentive Compensation  
**Effective Date: May 16, 2011**

- .1 Gainsharing: Gainsharing is a proven means of encouraging, recognizing, and rewarding employee commitment to improving operations. Gainsharing provides individual departments with an important tool to support the City's strategic goals and objectives.
- .2 The City may use the Gainsharing plan to supplement base pay. The City of Tulsa Gainsharing plan is fully described in a separate document approved by the Mayor in a Request for Action (RFA). This plan may be amended from time to time through the RFA process.

229. Stipends  
**Effective Date: May 16, 2011**

From time to time opportunities may arise for payments of special amounts or stipends when approved by the Mayor.