OVERTIME REPORT
QUARTERS 1, 2 & 3 – 2017

October 30, 2017

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Contents

Overview

October 30, 2017

Honorable Mayor Devine and Members of the Common Council:

Pursuant to Policy and Procedure #1424 - Overtime, Compensatory Time and Premium Pay, this report includes overtime and compensatory time earned by employees for the first three quarters of 2017. As a reminder, the new policies for Overtime and Compensatory time took effect on June 3, 2017, towards the end of the second quarter.   A summary of those changes are as follows:

Definitions:

Hours Worked - All time during a work week wherein an employee is necessarily required to be on the employer's premises, on duty, or at a prescribed work place and/or is required or permitted to perform services of benefit to the employer; it does not include paid or unpaid leave time, such as, but not limited to: vacation, holidays, sick leave, health care appointments, funeral leave, FMLA, or other time off.

Overtime – Time worked in excess of 40 hours per work week is considered overtime and paid at straight time (the employee's regular hourly rate), or time-and-a-half, (1.5 times the employee's regular hourly rate) depending on the rules below for Exempt Employees and Non-Exempt Employees. Overtime worked on Sundays or Holidays is paid at double-time or 2 times the employee's regular hourly rate.

Comp Time – Overtime earned by an employee in which compensatory time off is granted in lieu of overtime pay. Comp Time hours are earned at straight time, time-and-a-half or double-time as described above (i.e. 2 hours of overtime earned at time-and-a-half would be granted as 3 hours of comp time –2 hours x 1.5 = 3 hours). Comp Time hours are placed in an accrual "bank" for the employee to be used as paid time off at a later date. Comp Time can be paid out at the employee's request, with department head approval.

Emergency Service: Work that must be done immediately to save lives and to protect property and public health and safety, or to avert or lessen the threat of a major disaster. The nature of Emergency Service shall be determined by the Department Head. Emergency Service work, outside of normal work hours, is compensated as overtime or comp time due to the nature of the work, regardless of the number of hours worked in the week.

Exempt Employees

1) Executive or Managerial Service and Assistant City Attorneys, Assistant Fire Chief and Deputy Police Chief or Deputy Fire Chiefs are not eligible for overtime or compensatory time.
2) Exempt employees (other than those listed in #1 above) receive compensatory time* at straight time for <u>hours worked</u> in excess of 45 per work week (Sunday – Saturday). *May be paid out per request of employee and approval of department head

3) If an employee has more than 60 hours in their compensatory time account at the last pay period of November, the hours in excess of 60 will be paid out in December.

4) Employees can carry over up to 60 hours of compensatory time in the next calendar year. All compensatory time hours carried into the next calendar year shall only be granted as time off. When compensatory time is taken, said time shall first be reduced from the hours that were carried over. At separation of employment, carried over compensatory time shall extend the term of employment.

Non-Exempt Employees

1) Overtime is paid at rate of one and one-half times an employee's regular rate of pay for hours worked in excess of 40 per work week.

2) Overtime hours may be added to an employee's compensatory time account at their request. *May be paid out per request of employee and approval of department head.

3) If an employee has more than 60 hours in their compensatory time account at the last pay period of November, the hours in excess of 60 will be paid out in December.

4) Employees can carry over up to 60 hours of compensatory time in the next calendar year. All compensatory time hours carried into the next calendar year shall only be granted as time off. When compensatory time is taken, said time shall first be reduced from the hours that were carried over. At separation of employment, carried over compensatory time shall extend the term of employment.

5) Employees in the Engineering Department or Police Department, at the discretion of the Department Head, shall be allowed to carry over up to 120 hours in their Compensatory Time account for use as time off only; however the balance in said account shall be reduced to 40 hours by April 30 of the following year.

Part-time Employees

1) Part-Time FLSA Exempt Employees: Any hours worked in excess of their normal budgeted schedule can either be paid or accrued as compensatory time at straight-time.

2) Part-Time FLSA Non-Exempt Employees Who Work 40 Hours or Less in a Work-Week: Any hours worked in excess of their normal budgeted schedule can either be paid or accrued as Compensatory Time at straight-time.

3) Part-Time FLSA Non-Exempt Employees Who Work More Than 40 Hours in a Work Week: Only with advance approval by the Department Head, Finance Director, and City Administrator, may such employee work in excess of 40 hours. With said approval, such employees shall be paid in cash at straight time up to 40 hours and any such hours worked over 40 hours may either be paid in cash or accrued as Compensatory Time at time and one-half (1-1/2).

Items to Note

Data included:

- Quarter 1 (Q1) – January 1 – March 31, 2017
- Quarter 2 (Q2) – April 1 – June 30, 2017
- Quarter 3 (Q3) – July 1 – September 30, 2017

Figures for Executive or Managerial Service, Assistant City Attorneys, Assistant Chief in Fire Department, and Deputy Chiefs in the Police and Fire Departments are not included in the data since the expectations for these executive level positions are not comparable to all other employees.

I.   All Employee Overtime (1/1/2017-9/30/2017)

The charts in this section summarize city wide overtime by category. Hours listed as Overtime-Straight, Overtime-1.5x, and Overtime-Double are overtime hours that have been paid out to employees as additional wages. Hours listed as Comp Time-Straight, Comp Time 1-1/2, and Comp Time-Double are overtime hours that have been "banked" to be used as paid time off. All comp time hours may be paid out to employees at their request and with department head approval.

The figures in the charts represent actual hours worked. Overtime is either paid out at the employee's straight hourly rate, or at time-and-a-half (1.5 times the employee's hourly rate), or at double time (two times the employee's hourly rate depending on the circumstances under which the hours were worked, per the guidance in City Policy #1424 (briefly summarized in the Overview section of this report), or per the appropriate police and fire union contracts.

Comp Time is put in an accrual "bank" for use by the employee as paid time off. The "Comp Time 1-1/2" hours shown below are the hours worked. The amount placed in the employee's accrual bank are increased by the appropriate factor (straight hours, time-and-a-half hours, or double time hours) depending on the circumstances under which the hours were worked, per the guidance in City Policy #1424, or the appropriate union contract for Police and Fire employees. (For example, 2 hours of Comp Time-1-1/2 represents 2 hours worked, but would convert to 3 hours of Comp Time that the employee could use as paid time off).
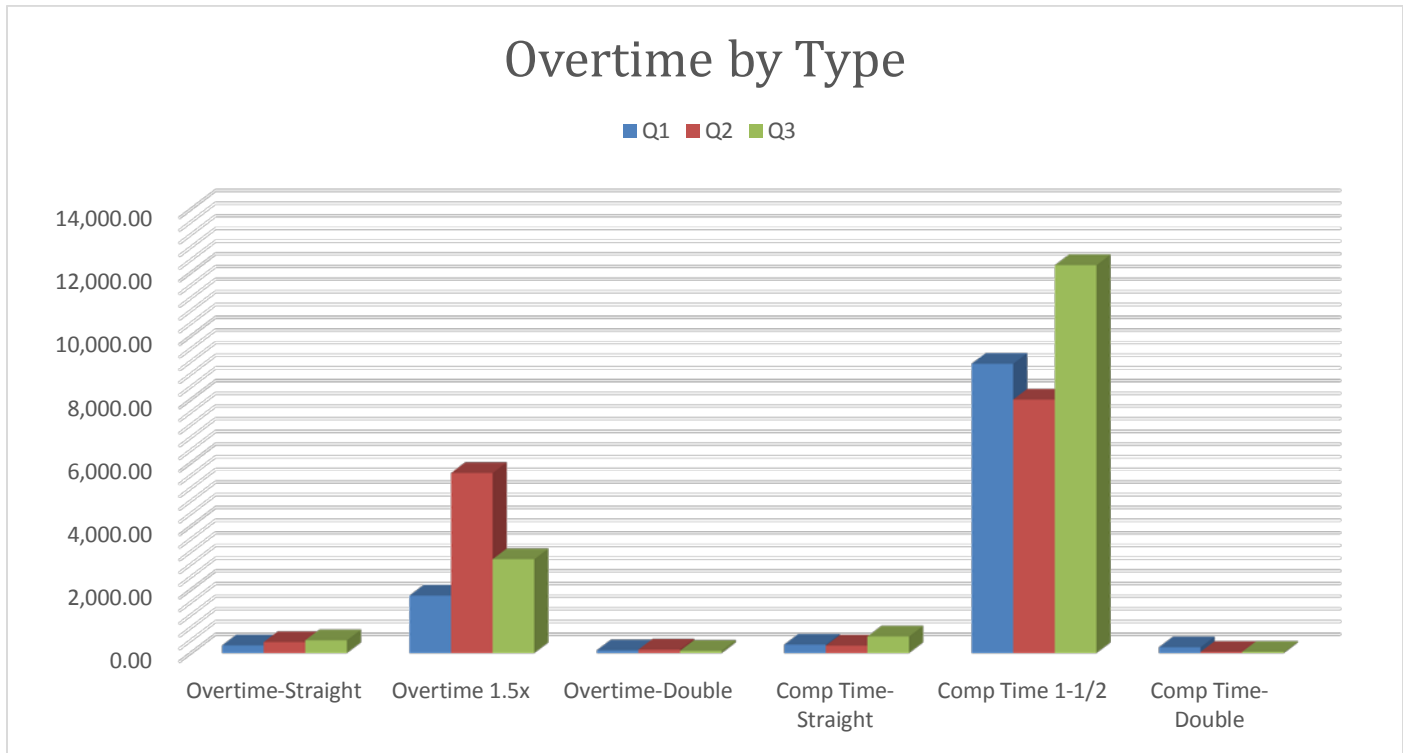
Hours	Q1	Q2	Q3	Total
Overtime-Straight	241.55	347.40	405.55	994.50
Overtime 1.5x	1,813.60	5,682.00	2,962.80	10,458.40
Overtime-Double	89.00	111.50	74.75	275.25
Comp Time-Straight	267.15	234.65	525.70	1,027.50
Comp Time 1-1/2	9,126.45	7,996.90	12,236.25	29,359.60
Comp Time-Double	184.60	38.40	39.50	262.50
TOTAL	**11,722.35**	**14,410.85**	**16,244.55**	**42,377.75**

When reviewing the chart above, it's important to recognize the differing fiscal impacts of overtime and comp time. Departmental salary budgets cover the expected annual salary for each employee. Additional hours worked by employees that is paid out to them as overtime results in an additional expense which is budgeted in a separate overtime expense account in each department. Conversely, additional hours worked by employees that is "banked" as comp time does not result in additional expense. The employee is paid their full annual salary, but works fewer hours since they are able to use the extra hours worked as time off with pay. While there is no hard expense to the city for the additional comp time hours, there may be a productivity cost as the department now has fewer available hours to accomplish their regular work.

Also, please note that hours initially banked as Comp Time, can still be paid out to employees within the same calendar year at the employee's request with department head approval, or if the department cannot afford the employee the additional time off. Many employees initially bank additional hours as comp time, but may ultimately receive pay for these hours. For this reason, the data is being shown in hours, rather than as a dollar figure cost. The hours provide a focus on additional hours being worked, not necessarily the cost of such hours. Later in this report, a summary of additional hours is provided for each department. Department heads were asked to provide context about department operations, staffing, seasonal variations, special projects, etc. related to the additional hours.

II.   Employee Overtime by Department

The charts in this section summarize total overtime and comp time hours for each department. As you might expect, the City's largest departments, having the most employees (Police, Fire, and Public Works), also have the most overtime and comp time hours.
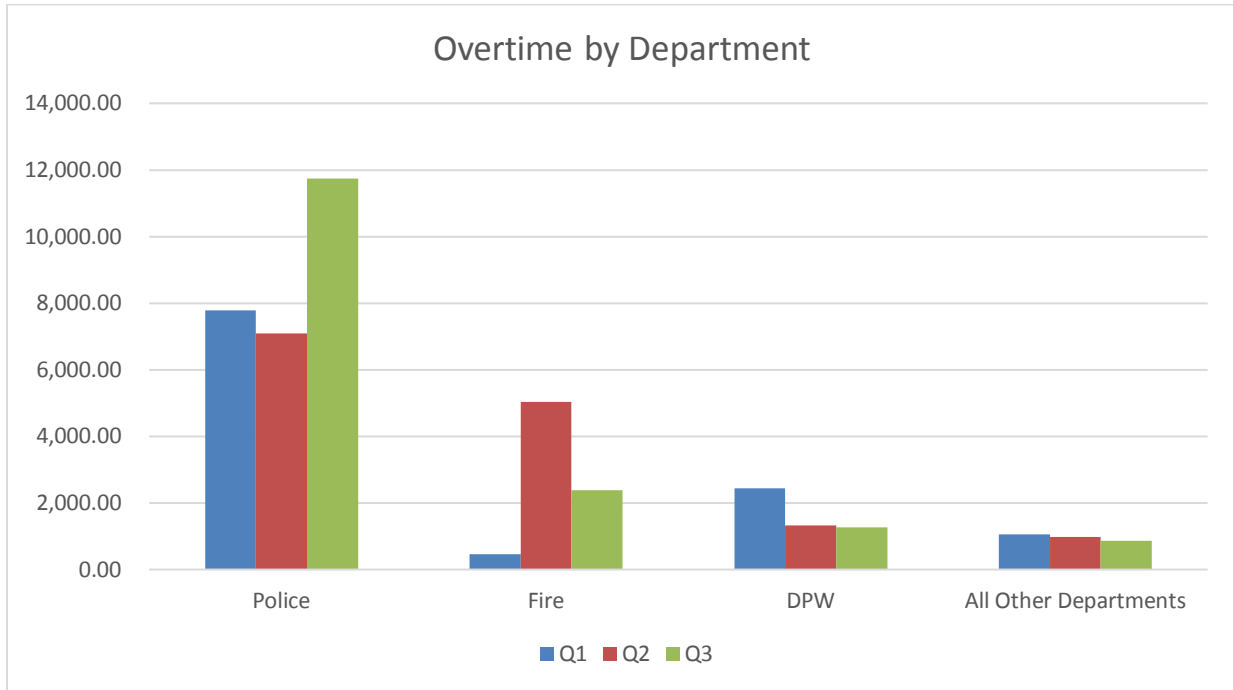
The following chart shows combined overtime and comp time hours incurred in each department during the first nine months of this year. The highlighted amounts represent a decrease from the previous quarter. Note that changes to the city's overtime and comp time policy (Policy #1424) were implemented during the middle of Quarter 2, however it is difficult to measure whether those policy changes resulted in a reduction in overtime or comp time at this point. Seasonal variations in workload and staffing variations in many departments have a significant impact on these figures. For example, was the Public Works Department's overtime lower in Q2 and Q3 compared to Q1 because of the policy changes, or did it just stop snowing?

Further analysis of these figures along with future quarterly overtime reports will continue to examine those trends. As this quarterly overtime reporting process continues, more data will allow for additional indicators to be developed to provide further analysis, such as year over year quarterly comparisons for each department, and a comparison based on staffing and turnover/vacancy rates for each department.

Employee Overtime by Department

Department	Q1	Q2	Q3	Total
Police	7,779.10	7,088.90	11,741.40	26,609.40
Fire	462.09	5,028.36	2,380.84	7,871.29
DPW	1,748.10	949.85	925.45	3,623.40
DPW-Water Utility	681.80	371.05	339.75	1,392.60
Engineering	223.10	167.25	259.50	649.85
Planning/CommDev	81.00	153.50	161.00	395.50
Health	168.10	105.25	46.60	319.95
Communications	82.50	112.15	101.45	296.10
Human Resources	108.25	42.40	112.50	263.15
Library	112.20	79.50	35.50	227.20
Information Technology	63.50	84.40	36.55	184.45
BINS	47.30	65.10	51.25	163.65
Finance	103.30	24.00	21.50	148.80
Municipal Court	8.50	86.50	7.00	102.00
Clerk	30.90	22.50	14.95	68.35
Assessor	2.00	23.60		25.60
City Administration	17.40	1.50	3.85	22.75
Housing	1.00	2.00	4.00	7.00
Attorney	2.20	1.50		3.70
Senior Center		1.50	1.50	3.00
Grand Total	**11,722.34**	**14,410.81**	**16,244.59**	**42,377.74**

III. Department Overtime Detail

All overtime data was compiled by the Finance Department from payroll records. Department heads have reviewed their data and provided commentary as indicated below.

City Attorney

OVERTIME HOURS		Quarter			
Department ▼	Hours Type Description ▼	Qtr1	Qtr2	Qtr3	Grand Total
⊟ Attorney	100% COMP TIME EARNED		1.00		1.00
	150% COMP TIME EARNED	2.20	0.50		2.70
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Attorney Total		**2.20**	**1.50**		**3.70**

No department commentary provided.

Municipal Court

OVERTIME HOURS		Quarter			
Department ▼	Hours Type Description ▼	Qtr1	Qtr2	Qtr3	Grand Total
⊟ Municipal Court	100% COMP TIME EARNED			7.00	7.00
	150% COMP TIME EARNED	8.50	86.50		95.00
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Municipal Court Total		**8.50**	**86.50**	**7.00**	**102.00**

No department commentary provided.

Assessor

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
Assessor	100% COMP TIME EARNED		21.60		21.60
	150% COMP TIME EARNED	2.00	2.00		4.00
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Assessor Total		**2.00**	**23.60**		**25.60**

No department commentary provided.

Administration

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
City Administration	100% COMP TIME EARNED			1.75	1.75
	150% COMP TIME EARNED	17.40	1.50	2.10	21.00
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
City Administration Total		**17.40**	**1.50**	**3.85**	**22.75**

Small amounts of overtime are due to special projects or special events such as the Community Improvement Foundation Dinner Dance fundraiser.

Building Inspection and Neighborhood Services

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
BINS	100% COMP TIME EARNED			18.50	18.50
	150% COMP TIME EARNED	47.3	65.1	30.75	143.15
	200% COMP TIME EARNED			2.00	2.00
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
BINS Total		**47.30**	**65.10**	**51.25**	**163.65**

BINS overtime is generated when there is an emergency situation that requires us to determine if a building is structurally safe (such as after a fire or vehicle runs into a building), a contractor or resident requests an after-hours inspection (there is an additional charge for this service), when a contractor requests that a permit is reviewed quicker than the normal review period (there is an additional charge for this service), staff support for evening meetings, or to cover regular workloads during heavy periods of development.

City Clerk

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
⊟ Clerk	100% COMP TIME EARNED			4.75	4.75
	150% COMP TIME EARNED	30.90	21.20	7.95	60.05
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2		1.30	2.25	3.55
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Clerk Total		**30.90**	**22.50**	**14.95**	**68.35**

Meeting attendance and Election related overtime.

Communications

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
⊟Communications	100% COMP TIME EARNED	16.75	13.50	65.25	95.50
	150% COMP TIME EARNED	16.50	16.50	15.25	48.25
	200% COMP TIME EARNED		7.50		7.50
	OVERTIME - 1 1/2		4.00		4.00
	OVERTIME - DOUBLE		11.00	2.00	13.00
	OVERTIME - STRAIGHT	49.25	59.65	18.95	127.85
	STRAIGHT PAY				
Communications Total		82.50	112.15	101.45	296.10

The majority of Communications overtime is generated by part-time staff working in excess of their budgeted 30 hours/week due to increased demand for department services along with filling in during staff absences. Additionally, staff regularly attend council and committee meetings, special events and monitor social media/website activity outside of normal business hours including nights and weekends.

Development

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
⊟Planning/CommDev	100% COMP TIME EARNED	66.50	61.25	13.75	141.50
	150% COMP TIME EARNED	14.50	18.50	1.00	34.00
	200% COMP TIME EARNED		8.00		8.00
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT		65.75	146.25	212.00
	STRAIGHT PAY				
Planning/CommDev Total		81.00	153.50	161.00	395.50

Staff comp time resulted from numerous evening meetings, deadlines, conferences, and other obligations. As the City implemented a new comp-time or overtime program in 2017, staff will utilize flexed hours to address the time requirements. Overtime is expected to increase to accommodate training and transition with the departure of two key staff members.

Housing

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
⊟ Housing	100% COMP TIME EARNED				
	150% COMP TIME EARNED	1.00	2.00		3.00
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2			4.00	4.00
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Housing Total		1.00	2.00	4.00	7.00

The overtime utilized by this division related to providing quality professional services to Section 8 Housing Choice Voucher clients (i.e. accommodating a work schedule, availability for an inspection, etc. or attending housing conferences or programs outside the normal work schedule. Overtime is expected to increase to accommodate training and transition with the departure of two key staff members.

Engineering

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
⊟ Engineering	100% COMP TIME EARNED	71.75	33.75	50.50	156.00
	150% COMP TIME EARNED	62.85	51.50	93.25	207.60
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2	36.50	52.00	97.75	186.25
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT	52.00	30.00	8.00	90.00
	STRAIGHT PAY			10.00	10.00
Engineering Total		223.10	167.25	259.50	649.85

Engineering Department overtime increased in the third quarter due to seasonal construction work in general, and due to a **significant increase in the Department's workload this year** in particular. The Council was advised of this significant increase in workload in resolutions R-2017-0205 and R-2017-0221 where the Department also requested approval of Agreements with two separate temporary staffing agencies to help meet the required staffing needs. These additional projects included:

1) $616,000 in increased funding from the WisDNR and special assessments for **Private Lead Service Line Replacement**.
2) $36,300 in increased funding from Community Development Block Grant Funds for improvements at the **Glenn Reider Development**.
3) $963,590 in emergency sanitary sewer repairs for the collapsing **57th Street sanitary sewer** funded from remaining budgeted 2016 funds.

4) $943,000 in **additional budgeted 2017 funding** for street reconstruction improvements and storm sewer projects and sanitary sewer projects and water main projects.

Those resolutions also pointed out that the Engineering Department is **required by law** (s. 281.41(1)(c), Wis. Stats.) and by the State of Wisconsin Department of Natural Resources to have a competent resident inspector provided during the course of construction to insure that the improvements are installed in accordance with the approved plans and specifications. In fact the lack of inspection has had costly consequences for the City in the past when pipes were laid improperly and then buried for 100 years or concrete was poured improperly and prematurely failed years later. The Engineering Department believes this work even falls under the category of "Emergency Service" that is required to "protect property and public health and safety".

Finance

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
Finance	100% COMP TIME EARNED	27.00	5.50	21.50	54.00
	150% COMP TIME EARNED	28.00	11.50		39.50
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2	48.30	7.00		55.30
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Finance Total		103.30	24.00	21.50	148.80

The details of the Finance Department overtime during the first 3 quarters of 2017 are as follows: (1) approximately 76 hours (52%) of the hours worked in the 1st quarter were worked in conjunction with year-end processes which needed to be completed in defined timeframes, including tax collections, payroll, grant reporting, year-end accounting, and accounts payable; (2) the remaining 27 hours were worked due to short staffing in an effort to catch up on the outstanding workload; (3) the hours worked in the 2nd and 3rd quarters, between 20-25 hours each quarter, are mainly due to two initiatives, the implementation of the new classification and compensation program and the budget preparation. While Finance will always need some overtime hours to be worked, depending on specific projects and processes, the new program, and specifically the reclassification of several positions to exempt status, is expected to result in less overtime being paid out in the department.

Fire

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
Fire	100% COMP TIME EARNED				
	150% COMP TIME EARNED				
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2	462.09	5,028.36	2,380.84	7,871.29
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Fire Total		**462.09**	**5,028.36**	**2,380.84**	**7,871.29**

Q1 is typically going to be the lowest quarter for OT in the FD due to the fact that the cold weather months in January-March are the least desirable months for vacation and thus our overall staffing per shift tends to be higher. This results in relatively few overtime hours being worked to fulfill minimum staffing requirements. We typically see Q2 as the highest quarter for OT due to the fact that 1) these are prime vacation selection months and 2) we tend to have unfilled vacancies during these months. The firefighter recruitment process takes approximately 8 months to complete which only allows us to hire once per year in a typical year. Firefighter recruit training ends in late June or early July, meaning that we are not able to use new hires to fill shift vacancies prior to that point. In 2017, we had 8 new hires who graduated from the recruit academy in early July and this explains the Q3 overtime reduction. That being said, we currently have 9 vacancies that will not be filled before June of 2018. We expect to see atypically high occurrence of OT throughout the remainder of 2017 and during Q2 of 2018 while we use overtime to maintain minimum staffing requirements.

Health

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
Health	100% COMP TIME EARNED			31.00	31.00
	150% COMP TIME EARNED	141.00	68.45		209.45
	200% COMP TIME EARNED	6.00			6.00
	OVERTIME - 1 1/2	14.80	14.80		29.60
	OVERTIME - DOUBLE	6.30			6.30
	OVERTIME - STRAIGHT		22.00	15.60	37.60
	STRAIGHT PAY				
Health Total		**168.10**	**105.25**	**46.60**	**319.95**

For Health our overtime is related to immunization clinics (Fall), Hearing and Spirometry testing for employees (Jan-March), Tuberculosis medication management (weekends and holidays), community events and staffing voids (vacancy or out on medical/FMLA).

Senior Center

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
Senior Center	100% COMP TIME EARNED		1.50	1.50	3.00
	150% COMP TIME EARNED				
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Senior Center Total			1.50	1.50	3.00

No department commentary necessary.

Human Resources

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
Human Resources	100% COMP TIME EARNED	36.25		95.00	131.25
	150% COMP TIME EARNED	72.00	42.40	5.25	119.65
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT			12.25	12.25
	STRAIGHT PAY				
Human Resources Total		108.25	42.40	112.50	263.15

The additional hours for HR staff is attributed to various factors, including but not limited to the incorporation of the Wellness Program responsibilities (.5 FTE), implementation of a new position (HR Generalist) and the onboarding/training and subsequent departure of the individual, added work responsibilities generated from initiatives of the Strategic Plan (e.g., continuation of the Classification/Compensation study, Employee Engagement (Q12), Performance Management/Employee Development, Civil Service System overhaul), increased demand to fill positions and implementation of an electronic solution for recruitment purposes, while maintaining standard HR operational responsibilities. A breakdown of the additional hours by classification indicates the majority of the time was generated by the part-time HR Specialist (30%) and the Benefits/Wellness Coordinator (45%); seasonal workload related to insurance matters (Qs 1 & 3) and matters associated with the HR Generalist position/situation (Qs 2 & 3) were the driving factors.

Information Technology (IT)

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
⊟Information Technology	100% COMP TIME EARNED	12.00		11.50	23.50
	150% COMP TIME EARNED	43.50	59.40	16.05	118.95
	200% COMP TIME EARNED	8.00	7.50	2.00	17.50
	OVERTIME - 1 1/2			7.00	7.00
	OVERTIME - DOUBLE		15.50		15.50
	OVERTIME - STRAIGHT		2.00		2.00
	STRAIGHT PAY				
Information Technology Total		**63.50**	**84.40**	**36.55**	**184.45**

IT overtime results from supporting off-hour events, like Ala Carte, Car show, and the support of Common Council meetings. Additionally, there is some off-hour IT work to fix system issues as they arise.

Police

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
Police	100% COMP TIME EARNED				
	150% COMP TIME EARNED	7,779.10	7,088.90	11,741.40	26,609.40
	200% COMP TIME EARNED				
	OVERTIME - 1 1/2				
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT				
	STRAIGHT PAY				
Police Total		**7,779.10**	**7,088.90**	**11,741.40**	**26,609.40**

Chief Mitchell will be in attendance at the Council Meeting on November 7th and will be available to address any questions at that time.

Library

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
⊟Library	100% COMP TIME EARNED			5.00	5.00
	150% COMP TIME EARNED	60.20	41.50	19.50	121.20
	200% COMP TIME EARNED	52.00	8.00	11.00	71.00
	OVERTIME - 1 1/2		16.00		16.00
	OVERTIME - DOUBLE				
	OVERTIME - STRAIGHT		14.00		14.00
	STRAIGHT PAY				
Library Total		112.20	79.50	35.50	227.20

Custodial/Maintenance staff will occasionally accumulate overtime due to staffing issues (part-time cleaners unavailable) and special projects (deep cleaning projects/cleaning of rugs, snow removal etc.). Some clerical staff (Lead Library Technicians, Circulation Services Representatives, for example) incurred overtime due to staffing shortages in that position during the early part of 2017. Finally, Librarian staff accumulated overtime mainly filling in on Sundays when inadequate part-time staffing levels occurred. Of course, with that position changing to exempt status, such instances will no longer arise.

Public Works

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
DPW	100% COMP TIME EARNED	25.90	62.55	154.20	242.65
	150% COMP TIME EARNED	453.00	246.10	190.75	889.85
	200% COMP TIME EARNED	13.70	6.20	7.00	26.90
	OVERTIME - 1 1/2	1,061.50	429.40	362.75	1,853.65
	OVERTIME - DOUBLE	23.40	50.00	19.50	92.90
	OVERTIME - STRAIGHT	140.30	149.00	101.25	390.55
	STRAIGHT PAY			68.25	68.25
DPW Total		**1,717.80**	**943.25**	**903.70**	**3,564.75**

Water

OVERTIME HOURS		Quarter			
Department	Hours Type Description	Qtr1	Qtr2	Qtr3	Grand Total
DPW-Water Utility	100% COMP TIME EARNED	11.00	30.00	42.75	83.75
	150% COMP TIME EARNED	317.20	170.75	93.00	580.95
	200% COMP TIME EARNED	103.90	1.20	17.50	122.60
	OVERTIME - 1 1/2	190.40	129.10	108.25	427.75
	OVERTIME - DOUBLE	59.30	35.00	53.25	147.55
	OVERTIME - STRAIGHT		5.00	8.00	13.00
	STRAIGHT PAY			17.00	17.00
DPW-Water Utility Total		**681.80**	**371.05**	**339.75**	**1,392.60**

No commentary was provided from the Public Works department, however they expressed their availability to address questions as needed.