



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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|---------------------|-------------------------|
| 1. COMMON COUNCIL   | 4. FINANCIAL            |
| 2. ADMINISTRATIVE   | 5. PUBLIC WORKS         |
| 3. <b>PERSONNEL</b> | 6. PARKS AND RECREATION |

CHAPTER: Compensation

SUBJECT: Overtime/Call-In/Captive Time Pay for Non-exempt Personnel

POLICY NUMBER: 3.820

PAGES: 2

EFFECTIVE DATE: July 1, 1985

REVISION DATE: May 6, 2014

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

**POLICY**

All employees determined to be non-exempt under the criteria set forth in the Fair Labor Standards Act will be compensated at a rate of time and one half (1 1/2) for all hours worked in excess of 40 in any one week. Non-represented benefit eligible employees will be paid at a rate of time and one half (1 ½) for all hours worked on a Sunday or approved paid holiday.

**Call-In Time**

An employee called to return to work unscheduled hours shall receive a minimum of two (2) hours pay. The City Department/Division may post, on or about December 1 of each year, a notice requesting the names of employees who are interested in volunteering for call-in-time duties for the succeeding year. Those employees who are interested shall sign said posting. (An employee who is scheduled in advance to work outside of their normal work shift shall receive pay for time worked).

**Captive Time**

The City Department/Division may post, on or about December 1 of each year, a notice requesting the names of employees who are interested in volunteering for captive time duties for the succeeding year. Those employees who are interested shall sign said posting. The employee who is on call shall receive two (2) hours straight pay for any scheduled workday and four (4) hours straight pay for non-scheduled work days or ten (10) hours when assigned captive time for a seven (7) day period. Wastewater

employees on captive time shall receive one (1) hour straight pay for any scheduled workday and three (3) hours straight pay for non-scheduled work days. When called in to work on captive time the employee shall receive a minimum of one (1) hour pay. The employee on call will be issued a cell phone for which he/she is responsible in the event it should be lost, stolen, or damaged. Employees on captive time shall have the authority to call in another employee without approval of management, when circumstances warrant the need for assistance.

The operating departments have available to them as an option compensatory time off in lieu of overtime pay, captive time and/or call-in time. Those department heads who choose to make this option available to their employees will assume the task and the responsibility for insuring accurate recordkeeping.

Under the Compensatory Time Off Option:

1. Employees who qualify for overtime pay (under section #1 of this policy) have the option of receiving the payment of the time worked either as cash or banked as compensatory time for use as time off during the remainder of the calendar year.
2. To bank hours an employee must notify his/her department head when the time card is submitted for review and approval.
3. Recorded on the time card will be the number of overtime hours actually worked accompanied by the appropriate code (CB=Compensatory Time Banked). Do not multiply the overtime hours times one and half for purposes of the time card.
4. A maximum of 40 hours can be accumulated by any employee. Police Sergeants can accrue a maximum of 72 hours.
5. The Department Head must approve in advance any time off including the use of compensatory time off. Time off should be recorded on the time card accompanied by the appropriate code (CU-compensatory time used).
6. All banked compensatory time not used by December 1 of a year will be paid out in cash at the hourly rate the employee was earning on December 1 of that year.
  - a. In order to process the payout of unused compensatory time, the department/division head will submit to the Finance Department a written summary of all compensatory time hours earned during the calendar year by each employee qualifying for the payout, a listing of hours actually used, and an indication of hours remaining in the bank and eligible for the payout.