



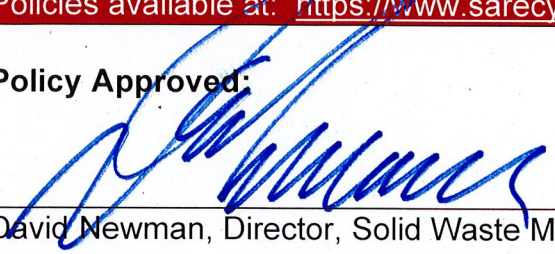
CITY OF SAN ANTONIO
**SOLID WASTE MANAGEMENT
 DEPARTMENT**

05-04 Mandatory Overtime	
Effective Date	10/2/2023
Previous Revisions:	9/1/2023
Process Owner	Director's Office

Policies available at: <https://www.sarecycles.org/departments-policies>



Policy Approved:



 David Newman, Director, Solid Waste Management



 Date

I. Policy

This policy provides guidance on overtime and works in conjunction with City AD-4.13C, *Overtime Compensation under the Fair Labor Standards Act*, and with the *City KABA Acknowledgement Form*. This policy also replaces the previous Department guidance:

- 2012 *Consistent Practices and Procedures* memo
- 2015 *Work Schedule* memo

This October 2023 revision changed the policy number. There are no other edits.

II. Guidelines

Solid waste provides an essential service to the community that typically must be performed on the day that it is assigned. As a result, employees are sometimes required to work outside of their normal schedule. This could occur for a variety of reasons, such as:

- Holiday schedule that shifts the collection days
- Heavier than usual workloads that extends the workday
- Increased brush or bulky set-out that extends the work week
- Special events that require work outside the normal schedule

Employees who work in excess of 40 hours per week will receive overtime pay. We recognize that some employees like the extra compensation, but other employees would prefer to have a regular work schedule. We try to schedule overtime to meet the needs of both our employees and the needs of the Department, however, it is sometimes necessary to mandate overtime, as outlined in AD-4.13C:

“The City of San Antonio reserves the right to direct and schedule **overtime** work when the City determines the need for additional service. While **overtime** work will normally be on a voluntary basis, the City may direct that employees perform **overtime** when the work

situation dictates, with the scheduling of that **overtime** left to the discretion of the City.”

Mandatory Overtime

Supervisors, Managers, and Assistant Managers are all responsible for adjusting schedules to meet the workload demand of their district or division. The Manager or their designee is expressly authorized to extend the workday, or the work week in order to ensure all tasks are completed. For example:

- All curbside cart collection routes must be completed on their assigned day. Due to a heavy workload, equipment breakdown, or other unforeseen circumstances, it may be necessary for employees to work past their normal clock-out time to ensure we provided timely service to our residents.
- Brush curbside division typically works a Monday through Thursday schedule. However, if the work zone has not been completely serviced by Thursday, the Manager may require some or all Division employees to work on Friday, and possibly on Saturday depending on the workload.

If the Manager determines it is necessary to extend the normal workday, Supervisors will verbally notify employees. Employees shall not clock out until they receive authorization from their supervisor. Leaving work incomplete during an extended workday may lead to disciplinary action. As outlined in policy *02-21 Performance*, we work in a team environment. Managers are responsible to ensure the workload is distributed equally among the entire team. Employees may be required to assist another division or commodity in order to meet business needs.

If the Manager determines it's necessary to work additional **hours or days** beyond the typical schedule, they will provide as much notice as possible. However, sometimes we will not know until the last minute if mandatory overtime will be required. Notification will be provided as soon as the determination is made. Refusing to work during an extended work cycle may lead to disciplinary action. Employees are expected to be flexible to accommodate business needs and communicate with their leadership should a conflict arise. All extended hours/days are subject to *AD 4.2 Workplace Attendance* with regard to disciplinary action.

Voluntary Overtime

Supervisors will maintain a list of employees who are interested in working voluntary over-time for their division and/or another division within the Department. Interested employees should approach their supervisor about being added to the list. Supervisors will periodically make an announcement about the availability of overtime shifts.

Employee selections for voluntary overtime will be rotated among interested employees to allow a wide range of employees the opportunity to volunteer.

Employees who have a history of accidents or disciplinary issues may be denied requests for voluntary overtime. For safety reasons associated with fatigue, requests for voluntary overtime may be denied to employees who have already worked excessive hours that week. Voluntary overtime is not available to those employees on modified or light duty.

Theft of Time

At the beginning of a shift, employees have a 15-minute window prior to their official start, when they may clock-in. This punch-in window is unpaid, and employees are not authorized to start work during this time. Clocking-in earlier or later than your official start time requires prior authorization.

Employees are expected to clock-out promptly at the end of their workday. This is true for both regularly scheduled workdays, and days with an extended work schedule. Waiting to clock-out, in order to generate overtime when the workday has not been extended is not allowed.

Waiting to clock-out, loitering, taking excessive breaks, and deviation from your assigned work shift may all be considered theft of time and subject to disciplinary action, or assignment of attendance points under *AD 4.2, Workplace Attendance*, depending on the nature of the occurrence.