CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

CITY OF DUBLIN

ADMINISTRATIVE ORDER 2.53	
TO:	All Department/Division Heads
FROM:	Timothy C. Hansley, City Manager
SUBJECT:	Seven (7) Day Work Cycle for Overtime Compensation Computation Purposes
DATE:	January 25, 1999
New Administrative Order	

I. PURPOSE

The purpose of this Administrative Order is to establish and define a standard Seven (7) Day FLSA (Fair Labor Standards Act) cycle for purposes of computing overtime compensation for all City personnel. Questions regarding this Administrative Order should be directed to the Division of Human Resources and/or the Department of Finance.

II. BACKGROUND

In 1998, the City purchased a new Payroll/Human Resources software package (HTE) which dramatically simplifies payroll processing functions. In addition to simplifying payroll processing functions, this new software package also dramatically enhances the efficiency, effectiveness, and overall accuracy of the City's payroll processing functions.   As part of the implementation process in October and November 1998, system design considerations and the Ahi-tech nature of the software allowed the City to drastically increase reliability of the payroll processing functions by establishing a common seven (7) day FLSA cycle for all City personnel. This common seven (7) day cycle enables the City to more accurately track work hours for overtime compensation purposes. No longer will it be necessary to manually sort through time sheets over 3 pay periods to determine the overtime compensation calculations, thus saving considerable hours of staff time for those personnel engaged in payroll processing functions. Payroll staff fully analyzed the impact this common seven (7) day cycle would have on the computation of overtime compensation and determined, prior to implementation, that establishing this common seven (7) day FLSA cycle would have no negative impact on the calculation of overtime compensation for the individual employee.

III. <u>SEVEN (7) DAY FLSA CYCLE DEFINED UNDER FLSA REGULATIONS</u>

Chapter 29, Section 553.224 of the Code of Federal Regulations (CFR) defines a work period for purposes of computing overtime compensation as an established and regularly recurring period of work which cannot be less than 7 consecutive days nor more than 28 consecutive days. In addition, Section 553.224 of 29 CFR also establishes that the Employer may have the same FLSA cycle for all employees of the organization.

IV. <u>CITY OF DUBLIN SEVEN (7) DAY FLSA CYCLE</u>

Given that 29 CFR, Section 553.224 allows the Employer to establish a standard seven (7) day cycle for overtime compensation purposes for all City personnel, the City hereby defines this standard cycle for all City personnel as beginning on Sunday and ending on Saturday.

V. <u>OVERTIME COMPUTATION</u>

The threshold for reaching eligibility for overtime compensation for a non-exempt employee under the Fair Labor Standards Act (FLSA) is 40 hours within the defined seven (7) day FLSA cycle. Overtime compensation will be calculated for non-exempt personnel beginning with the 41st hour worked in this defined cycle. Beginning with the 41st hour worked in this cycle, non-exempt personnel shall be compensated at the rate of time and one-half.

City of Dublin
Acknowledgement & Release Form
(General)

(This form shall be completed by all candidates whether under or over the age of 18
for all positions with the exception of Police Officer.)

I hereby acknowledge that I have applied for employment with the City of Dublin with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, an interview, criminal record check, driving record check, polygraph examination, written aptitude test, reference check, background investigation, medical examination, and drug test. I hereby understand that I would not be required to actually participate in a medical examination or drug test until after I have received a conditional offer of employment. I also acknowledge that I may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the City of Dublin, are a prerequisite to my appointment to a position with the City of Dublin and as such I hereby release the City of Dublin on behalf of myself, my heirs and assigns, from any and all damages arising out of or in any way related to the administration of, or results obtained through, any such screening procedures.

I also hereby acknowledge that I have voluntarily, and of my own free will, applied for employment with the City of Dublin fully cognizant of the fact that the City of Dublin may choose to employ the aforementioned screening procedures in evaluating my eligibility or suitability for employment.

In addition, I also hereby understand that the City of Dublin cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. (Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment-related documents, with the exception of medical records, maintained by the City relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions.)

Therefore, in consideration of my employment application being reviewed and considered by the City of Dublin, I, _____ , being at least eighteen (18) years of age and under no legal disability, on behalf of myself, my heirs and assigns, hereby release and agree to hold harmless, the City of Dublin and any of its agents, employees, or related officials from any and all liability of whatever type and nature resulting from the administration of any such screening procedures and/or the release of the results therefrom.

_____   _____
Signature of Candidate   Date

_____   _____
Signature of Witness   Date

CITY OF DUBLIN

City of Dublin
Pre-Employment Drug Testing Consent Form
(General)

(This form shall be completed by all candidates whether under or over the age of 18.)

I , _____ , understand that, as a candidate for employment
      (Name of Candidate)
with the City of Dublin, I must, in order to be appointed to a position with the City of Dublin, voluntarily consent to, and successfully pass, a urinalysis to detect the presence of drugs in my system. I also understand that I will not actually be administered such a test until I have received a conditional offer of employment. I further understand that my application for employment will be rejected if I decline to sign this consent and thereby decline to be tested or if my test results are confirmed to be positive for the presence of illegal drugs or legal drugs for which I cannot submit sufficient proof that such drugs were legally obtained and used.

I hereby knowingly and voluntarily consent to participate in a substance abuse urinalysis and authorize the City of Dublin to conduct, through its designated medical examiner(s), said urinalysis. In addition, I authorize the medical examiner(s) to release any and all information regarding the tests (s), including the/their results, to the City of Dublin and its representative. I further release the City of Dublin, it's officers, directors, employees, agents, representatives from any and all claims, suits, causes of action, liability, and damages arising from my submitting to the test(s) and from the information obtained from the test(s).

_____   _____
Signature of Candidate   Date

_____   _____
Signature of Witness   Date

I refuse to consent to a urinalysis.

_____   _____
Signature of Candidate   Date

_____   _____
Signature of Witness   Date

CITY OF DUBLIN