

**City of Stamford**  
**Citywide Overtime Policy**

The City of Stamford believes in providing the highest level of public service possible to its citizens in the most economical and efficient manner. It remains a paramount function of City government to ensure the on-going health, safety and well-being of its citizens. It is recognized that at times, due to operational, staffing and emergency or critical needs, certain work cannot be completed during the normal business hours. In such situations, managers must exercise independent discretion in the use of overtime, and in doing so, balance these business and safety needs within fiscal constraints.

Purpose: To provide efficient and consistent policy, standards and procedures for determining the need, use, distribution and management of overtime, for managers and employees working for the City of Stamford.

Procedures & Guidelines:

- a. Managers are responsible for approving all overtime assignments for employees within their department/bureau/division. No manager or employee is authorized to approve his/her own overtime, except in cases of emergency. In such cases, the manager will contact his/her immediate supervisor, as soon as possible, to explain the reason for such overtime.
- b. It is recognized that supervisors must exercise independent discretion in determining the need for overtime assignments. However, as a standard, overtime work should only be ordered in situations that:
  1. require immediate response or attention and cannot wait until the following workday;
  2. are contractually mandated;
  3. involve a matter of public safety and/or health; or
  4. involve projects that are time critical.
- c. Overtime is not to be considered a “reward” offered to employees to supplement their regular salary.
- d. The assignment of overtime must be in compliance with the union contracts in effect. For a copy of contractual overtime provisions, please contact your Human Resources liaison.

Monitoring: Managers are responsible for regularly monitoring overtime within their department/bureau/division, to ensure compliance with this policy and union contracts. Any unusual or excessive use of overtime must be properly documented. Any irregularity in overtime documentation should be reported to the appropriate Director.

It shall be the responsibility of each City employee to comply with these regulations. Inappropriate use or approval of overtime shall be reported to the appropriate Director. Employees found to be in violation of this policy will be subject to discipline, as deemed appropriate by the Human Resources Division and respective Director.