




## *Non-Exempt Employees Only - Overtime triggers by CBA and PPSM*




The following table refers to the current CalTime configuration, as to how time worked in a day/week is treated in CalTime.




This table has been produced to summarize which shift patterns would incur overtime based on the hours worked in a day, the consecutive number of days overtime rule and the Pay-Rule assigned to the Non-Exempt employee.

**Note: all Policy Groups earn overtime after 40 hours in a Pay Week.**

Union or PPSM	Shift Length	Pay Rule in CalTime to be assigned	Actual Time Worked by Employee	Consecutive Days Overtime			
EX	< 8:00 8:00 8:15 8:30 8:45 9:00 9:15 9:30 9:45	Assign 08 hour Pay Rule in CalTime	<= 8 hours: no action needed.  > 8 hours: manually adjust time worked within shift to be paid at Regular pay; time worked after shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	For Employees with Shifts => 8 hours and <10: Hours on 7 <sup>th</sup> Day and subsequent Days 1.5x regular rate <ul style="list-style-type: none"> <li>• Must work Full 8 hours/day</li> <li>• Any break in consecutive days or reduction in hours per days resets the consecutive day counter</li> </ul>			
	10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45				Assign 10 hour Pay Rule in CalTime	Manually adjust time worked within shift to be paid at regular pay; time worked over the shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	For Employees with Shifts => 10 hours and <12: Hours on 6 <sup>th</sup> Day and subsequent Days 1.5x regular rate <ul style="list-style-type: none"> <li>• Must work Full 10 hours/day</li> <li>• Any break in consecutive days or reduction in hours per days resets the consecutive day counter</li> </ul>
	12:00						

KB	< 8:00 8:00 8:15 8:30 8:45 9:00 9:15 9:30 9:45		Assign 08 hour Pay Rule in CalTime	<= 8 hours: no action needed.  > 8 hours: manually adjust time worked within shift to be paid at Regular pay; time worked after shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	For Employees with Shifts => 8 hours: Hours on 7 <sup>th</sup> Day and subsequent Days 2x regular Pay <ul style="list-style-type: none"> <li>• Any hours worked/day</li> <li>• Any break in consecutive days resets the consecutive day counter</li> </ul>	
	10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45			Assign 10 hour Pay Rule in CalTime	Manually adjust time worked within shift to be paid at regular pay; time worked over the shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	For Employees with Shifts => 8 hours: Hours on 7 <sup>th</sup> Day and subsequent Days 2x regular Pay <ul style="list-style-type: none"> <li>• Any hours worked/day</li> <li>• Any break in consecutive days resets the consecutive day counter</li> </ul>
	12:00			Assign 12 hour Pay Rule in CalTime	No action required	For Employees with Shifts => 8 hours: Hours on 7 <sup>th</sup> Day and subsequent Days 2x regular Pay <ul style="list-style-type: none"> <li>• Any hours worked/day</li> <li>• Any break in consecutive days resets the consecutive day counter</li> </ul>
<b>Stationery Engineers get double time for all OT in all above cases</b>						
NX	< 8:00 8:00 8:15 8:30 8:45 9:00 9:15 9:30 9:45		Assign 08 hour Pay Rule in CalTime	<= 8 hours: no action needed.  > 8 hours: manually adjust time worked within shift to be paid at Regular pay; time worked after shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	For Employees with Shifts => 8 hours and <10: Hours on 7 <sup>th</sup> Day and subsequent Days 1.5x regular rate <ul style="list-style-type: none"> <li>• Must work Full 8 hours/day</li> <li>• Any break in consecutive days or reduction in hours per days resets the consecutive day counter</li> </ul>	

	10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45		Assign 10 hour Pay Rule in CalTime	Manually adjust time worked within shift to be paid at regular pay; time worked over the shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	For Employees with Shifts => 10 hours and <12: Hours on 6 <sup>th</sup> Day and subsequent Days 1.5x regular rate <ul style="list-style-type: none"> <li>• Must work Full 10 hours/day</li> <li>• Any break in consecutive days or reduction in hours per days resets the consecutive day counter</li> </ul>
	12:00		Assign 12 hour Pay Rule in CalTime	No action required	For Employees with Shifts = > 12: Hours on 5 <sup>th</sup> Day and subsequent 1.5x regular pay <ul style="list-style-type: none"> <li>• Must work Full 12 hours/day</li> <li>• Any break in consecutive days or reduction in hours per days resets the consecutive day counter</li> </ul>
SX	< 8:00 8:00 8:15 8:30 8:45 9:00 9:15 9:30 9:45		Assign 08 hour Pay Rule in CalTime	<= 8 hours: no action needed.  > 8 hours: manually adjust time worked within shift to be paid at Regular pay; time worked after shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	<ul style="list-style-type: none"> <li>• No Consecutive Days Overtime</li> </ul>
	10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45		Assign 10 hour Pay Rule in CalTime	Manually adjust time worked within shift to be paid at regular pay; time worked over the shift to be paid at 1.5x regular pay; all hours over 12 to be paid as 2x regular pay	<ul style="list-style-type: none"> <li>• No Consecutive Days Overtime</li> </ul>
	12:00		Assign 12 hour Pay Rule in CalTime	No action required	<ul style="list-style-type: none"> <li>• No Consecutive Days Overtime</li> </ul>

HX	< 8:00 8:00 8:15 8:30 8:45 9:00 9:15 9:30 9:45		Assign 08 hour Pay Rule in CalTime	<= 8 hours: no action needed.  > 8 hours: manually adjust time worked each day up to 40 hours for the week, to be paid at regular pay; time worked over the 40 hours for the week to be paid at 1.5x regular pay;	For Employees with Shifts => 8 hours and <10: Hours on 7 <sup>th</sup> Day and subsequent Days 1.5x regular rate <ul style="list-style-type: none"> <li>• Any hours worked/day</li> <li>• Any break in consecutive days resets the consecutive day counter</li> </ul>	
	10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45			Assign 10 hour Pay Rule in CalTime	> 10 hours: manually adjust time worked each day up to 40 hours for the week, to be paid at regular pay; time worked over the 40 hours for the week to be paid at 1.5x regular pay;	For Employees with Shifts => 10 hours and <12: Hours on 6 <sup>th</sup> Day and subsequent Days 1.5x regular rate <ul style="list-style-type: none"> <li>• Any hours worked/day</li> <li>• Any break in consecutive days resets the consecutive day counter</li> </ul>
	12:00			Assign 12 hour Pay Rule in CalTime	> 12 hours: manually adjust time worked each day up to 40 hours for the week, to be paid at regular pay; time worked over the 40 hours for the week to be paid at 1.5x regular pay;	For Employees with Shifts = > 12: Hours on 5 <sup>th</sup> Day and subsequent 1.5x regular pay <ul style="list-style-type: none"> <li>• Any hours worked/day</li> <li>• Any break in consecutive days the consecutive day counter</li> </ul>
TX	< 8:00 8:00 8:15 8:30 8:45 9:00 9:15 9:30 9:45		Assign 08 hour Pay Rule in CalTime	No Action needed,	Hrs on 7th Day and subsequent 1.5x regular pay <ul style="list-style-type: none"> <li>• Any hours worked/day</li> <li>• Any break in consecutive days resets the consecutive day counter</li> <li>• Does not apply to Scene Technicians (do not work a regular shift of 8 hour days)</li> </ul>	

	10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45  12:00	}	Assign 10 hour Pay Rule in CalTime	No Action needed, Overtime >40 hours in a week automatically calculated in CalTime	Hrs. on 6 <sup>th</sup> Day and subsequent 1.5x regular pay <ul style="list-style-type: none"> <li>Any hours worked/day</li> <li>Any break in consecutive days resets the consecutive day counter</li> <li>Does not apply to Scene Technicians (do not work a regular shift of 8 hour days)</li> </ul>
			Assign 12 hour Pay Rule in CalTime	No Action needed, Overtime >40 hours in a week automatically calculated in CalTime	Hrs. on 5 <sup>th</sup> Day and subsequent 1.5x regular pay <ul style="list-style-type: none"> <li>Any hours worked/day</li> <li>Any break in consecutive days resets the consecutive day counter</li> <li>Does not apply to Scene Technicians (do not work a regular shift of 8 hour days)</li> </ul>
PA	All Shifts	Assign 08 hour Pay Rule in CalTime	No Action needed, Overtime >40 hours in a week automatically calculated in CalTime <b>Note:</b> (For purposes of calculating overtime Vacation and CTO are included. Also an officer who is assigned off for a holiday and subsequently works at football or basketball game receives OT)	<ul style="list-style-type: none"> <li>No Consecutive Days Overtime</li> </ul>	
CX	All Shifts	Assign 08 hour Pay Rule in CalTime	No Action needed, Overtime >40 hours in a week automatically calculated in CalTime	<ul style="list-style-type: none"> <li>No Consecutive Days Overtime</li> </ul>	
RX	All Shifts	Assign 08 hour Pay Rule in CalTime	No Action needed, Overtime >40 hours in a week automatically calculated in CalTime	<ul style="list-style-type: none"> <li>No Consecutive Days Overtime</li> </ul>	
PPSM	All Shifts	Assign 08 hour Pay Rule in CalTime	No Action needed, Overtime >40 hours in a week automatically calculated in CalTime	<ul style="list-style-type: none"> <li>No Consecutive Days Overtime</li> </ul>	