



Personnel Policies

CITY OF WESLACO, TEXAS

OVERTIME PAY

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The workweek is Sunday through Saturday, and the standard workweek is set at 40 hours. When overtime is required and worked, overtime pay is as follows:

Only non-exempt employees working overtime will be paid at one and one-half the base hourly rate for time worked in excess of 40 hours in any workweek. Holidays, sick days and vacation days will not be considered as time worked for purposes of calculating overtime pay.

Except in bona fide emergencies, working overtime must be authorized in advance by a Department Head or designee. An emergency is a sudden, unanticipated event requiring immediate action to protect persons or property from imminent danger. Failure to obtain such authorization may result in corrective action and/or termination of employment.

Overtime is a part of every employee's job requirements. The City expects that employees will make every effort to work overtime when requested to do so. Refusal or repeated inability to work necessary overtime may be grounds for termination of employment.

Non-exempt employees who are called into work during off-duty hours will be paid for not less than one hour's wages and time actually worked will be rounded-up to the nearest quarter-hour increment.