


COUNTY OF MILWAUKEE
Department of Human Resources
INTEROFFICE COMMUNICATION

DATE: February 25, 2013

TO: Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee

FROM: Kerry Mitchell, Director, Department of Human Resources
Prepared by: Kerry Mitchell & Sue Drummond, Payroll Manager 

SUBJECT: Quarterly Report on Overtime Paid

Issue

Milwaukee County Code Section 17.16 governs overtime compensation for non-represented employees. As amended in November of 2009, the Code states that non-represented employees that are exempt from the requirements of the Fair Labor Standards Act (FLSA), other than ECP employees, shall be compensated for overtime for all hours worked in excess of forty hours in a week on a straight time basis and may only liquidate accrued overtime as compensatory time off. Accrued overtime for FLSA exempt staff will be paid out at termination. The Code requires the Director of Human Resources to provide the Personnel Committee with quarterly reports of all overtime paid to non-represented employees that are FLSA exempt.

Background

In November of 2009, Milwaukee County amended Section 17.16(1)(b) of the County Code which governs overtime compensation for non-represented employees, as follows:

- Nonexempt employees: Employees holding positions which are non-exempt from the FLSA shall receive time and one-half for all hours worked over forty (40) hours per week.
- Exempt employees: Employees holding a position exempt from the FLSA who are not in an executive classification shall be compensated for overtime for all hours worked in excess of forty hours in a week on a straight time basis and may only liquidate accrued overtime as compensatory time off unless otherwise approved by the Director of Human Resources.

Overtime Paid to Non-Represented Employees

The attached spreadsheet summarizes overtime compensation for non-represented and FLSA exempt employees for Quarter 3 & 4 of 2012.

Per a memo to departments from the Controller, dated December 22, 2009, departments were to grant overtime only in cases of critical need. Central Payroll, with the assistance of Human Resources, will continue to monitor requests for overtime payment to ensure that the pay policy is consistent with the County Code.

Recommendation

This report is informational only.

KJM/SD:jam

cc: Amber Moreen, Chief of Staff
John Zapfel, Deputy Chief of Staff
Jerry Heer, County Auditor
Scott Manske, Comptroller

Quarterly Overtime Analysis

Milwaukee County

For Finance, Personnel & Audit Committee

	2012					2011			
	Q1	Q2	Q3	Q4	Total	Q1 & Q2	Q3	Q4	Total
TOTAL Overtime Expense									
Hours									
Hours of Overtime Accrued	3575.4	1873.8	3318.7	3039.4	11,807	3372.1	3079.69	3401.5	9853.3
Hours of Overtime Paid Out	961.4	792.6	1271.3	1138.7	4,164	967.4	763.2	1179.4	2910
Dollars									
\$ Paid OT	\$70,210.40	\$ 44,933.65	\$ 88,825.70	\$ 62,664.64	\$266,634.39	\$58,497.78	\$ 47,689.62	\$ 64,703.24	\$ 170,890.62
Employees									
# Accrued OT	138	114	145	130		129	171	204	
# Paid OT	13	11	15	14		15	24	34	

Insert graph to depict annual comparisons by quarter