



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 09-1929, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 7, 2010**

#### COMMITTEE ON PENSION, HUMAN RESOURCES AND CIVIL SERVICE

Mr. Richard Lanyon, Executive Director

Request Authority to Change Personnel Rule 5.10 Overtime Administration

Dear Sir:

Personnel Rule 5 contains the specific rules and procedures for salary administration for non-represented employees in the classified service of the District. It is recommended that Personnel Rule 5.10 Overtime Administration be changed in the following manner:

“5.10 Overtime Administration: A department head may prescribe reasonable periods of overtime work to meet operational needs. Such overtime shall be reported separately on the time records and the payrolls of the department.

“Any employee compensated under the GS Salary Schedule or PM employee at PM12, or TAM Salary Schedule at Grade 18, and below, who is obliged to work overtime shall be compensated in time off or paid in cash. Such employees shall be allowed ~~two (2)~~ one and one-half hours off for each hour of authorized overtime worked. If compensated in cash, such overtime will be paid at the rate of one and one-half hours for each hour of authorized overtime worked.

“Employees at PM13 or TAM 19 and above shall not be eligible for overtime compensation. However, the Department Head may authorize time off for such employees in special cases. In no case shall employees at grade PM13 or TAM 19 and above be paid in cash for overtime.”

Currently, the District’s compensatory time allowance for non-represented employees is two hours off for every hour of overtime worked, a practice which is far more generous than that provided by other employers. The proposed reduction in the compensatory time allowance to one and one-half hours off for each hour of overtime worked will make the District’s practice for non-represented employees more comparable to that of other employers. The estimated pay equivalent of this reduction in compensatory time for non-represented employees is approximately \$250,000 per year.

Approval of the Board of Commissioners to make this change is requested.

Requested, Patrick J. Foley, Director of Human Resources, PJF:DEK

Respectfully Submitted, Gloria Alitto Majewski, Chairman Committee on Pension, Human Resources and Civil Service

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for January 7, 2010