



# City of Denton

City Hall  
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Denton, Texas  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources  
**CM/ DCM/ ACM:** Cassey Ogden, Deputy City Manager  
**DATE:** June 3<sup>rd</sup> 2025

### **SUBJECT**

Consider approval of a resolution of the City of Denton amending Policy No. 106.04 “Overtime” to revise various provisions including changes to the calculation of overtime for non-exempt employees, ensuring that overtime is based on hours worked beyond 40 hours per workweek. Additionally, the policy defines overtime calculations for civil service employees; and declaring an effective date.

### **STRATEGIC ALIGNMENT**

This action supports the Key Focus Area: Foster Economic Opportunity and Affordability.

### **POLICY PROCESS BACKGROUND**

There are two different types of policy documents within the City of Denton’s Policy and Procedures Manual: Policies and Administrative Directives.

- **Policies** must be adopted and approved by the City Council. A “Policy” means a statement of overall philosophy and direction, describing goals to be accomplished and programs to be established. To revise a Policy Statement, the City Council must approve the revision.

Policies generally have a second section attached to them that describes the Administrative Procedures that the City Manager approves to implement the Council’s policies. The City Manager may approve revisions to the Administrative Procedures without referral to the City Council.

- **Administrative Directives** are approved and issued by the City Manager to city employees to establish rules and regulations concerning internal operational matters. Administrative Directives do not require City Council review or approval for enactment or revision.

Section 2-28 “Policies, procedures and directives” of the City’s Code of Ordinances provides for these definitions and approval processes.

### **POLICY REVISION/BACKGROUND**

The Overtime Policy (106.04) was initially approved on November 19, 1985, in accordance with federal and state requirements at the time. Recognizing the need for clear guidelines, the City included changes to the calculation of overtime for non-exempt employees, ensuring that overtime is based on hours worked beyond 40 hours per workweek rather than extra hours in a single day. Additionally, the policy defines overtime calculations for civil service employees and who has the ability to schedule and allow employees to work overtime.

Staff have prepared a draft revised policy with formatting adjustments and updates to reflect recent changes regarding pay rate calculations, how those calculations are determined, and which employees qualify as civil service. The draft revised policy was then submitted to the Policy Review Committee for review and feedback. This committee consists of representatives from each department, who are responsible for reviewing the policy and gathering input from employees.

**RECOMMENDATION**

Staff recommends approval of the resolution.

**EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No. 106.04 Overtime

Respectfully submitted:  
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Director, Human Resources

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