

RESOLUTION NO. \_\_\_\_\_

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.

WHEREAS, the City of Denton Policy No. 106.04 “Overtime” was initially implemented effective November 19, 1985

WHEREAS, the Policy was most recently revised and approved by City Manager on June 22, 2013;

WHEREAS, staff revised the Policy in accordance with the Fair Labor Standards Act and applicable sections of the Texas Local Government Code, as amended; and

WHEREAS, the City Manager recommends adoption of a overtime policy and the City Council desires to adopt such policy; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The Policy Statement in “Overtime”, which is incorporated in this section, is hereby adopted as an official policy of the City of Denton:

**POLICY STATEMENT:** The City of Denton understands that, in order to provide outstanding customer service to our community, employees may occasionally be required to work extended hours or accrue overtime. In line with a commitment to fiscal responsibility, the City aims to manage personnel costs effectively while ensuring that overtime is appropriately compensated. This policy reflects our dedication to integrity by ensuring that overtime pay is handled fairly and in compliance with the Fair Labor Standards Act (FLSA). Additionally, the City prioritizes transparency in its information and processes, ensuring that employees are aware of expectations related to overtime.

SECTION 2. This Resolution only adopts and approves the “Policy Statement” portion of Policy No. 106.04 of the City of Denton Policies and Procedures Manual. The “Administrative Procedures” portion of the Policy on Policies, Administrative Directives, and Procedures is an administrative procedure describing the means and methods by which City management implements the Policy Statement. The City Manager is authorized to amend and issue such administrative procedures and directives as deemed necessary to implement the Policy related to personnel and internal operational matters.

SECTION 3. The attached policy, as amended, shall be filed in the official records with the City Secretary.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by [\_\_\_\_\_] and seconded by [\_\_\_\_\_].

The ordinance was passed and approved by the following vote [\_\_ – \_\_ – \_\_]:

	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Paul Meltzer, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Jill Jester, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
GERARD HUDSPETH, MAYOR

ATTEST:  
LAUREN THODEN, CITY SECRETARY

BY: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:  
MACK REINWAND, CITY ATTORNEY

**Susan Keller**  
Digitally signed by Susan Keller  
Date: 2025.05.20 13:26:29 -05'00'

BY: \_\_\_\_\_