

<i>City of Colton Administrative Policy</i>	<b>Number:</b> 4.05.185 <b>Date:</b>
<b>Subject:</b> SPECIAL EVENT PAY	<b>Authority:</b> City Manager  _____ City Manager

**PURPOSE:**

To establish a procedure when the Community Services Department has a special event that necessitates for part-time staff to work on a City observed holiday, the following shall be the process to compensate part-time staff.

**POLICY:**

The Community Services Department has events throughout the year which fall on City observed holidays (i.e. Thanksgiving), requiring the assignment of part-time staff to work. With the approval of the City Manager and Department Director, part-time staff who work an approved special event on a City observed holiday shall be compensated at the rate of one and a half (1 ½) times the employees' current rate of pay for actual hours worked. The Department Director shall ensure there is no compounding of overtime to work eight (8) hours in a day and/or 40 hours in a workweek.

**PROCEDURES:**

The Community Services Director, along with other supervisory staff, shall determine how many part-time staff will be needed in order to work the approved special event. The department shall post a sign-up sheet for those individuals that are interested in working the special event. If an inadequate number of employees are interested, employees will be assigned to fulfill the staffing needs of the event.

The part-time employee shall be compensated at one and a half (1 ½) times his/her current hourly rate of pay for actual hours worked on a City observed holiday. This compensation will only be paid when authorized to work an approved special event on a City observed holiday, (i.e. Thanksgiving). These hours should be entered on Employees Timesheet on line designated as "Special Event Pay". Any part-time employee's timesheet with such an entry must be signed by the Department Director for approval before being forwarded to Finance.

Part-time employees shall notice on his/her paycheck "Special Event Pay" for the compensation working a special event.