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ADMINISTRATIVE ORDER No. 1-2017

To: All Employees
From: Donald J. Saling, City Manager
Subject: Definition of Work Week
Date: June 9, 2017

This Administrative Order updates Administrative Order No. 5-2010 and clarifies the work period for Non-Exempt Employees of the City.

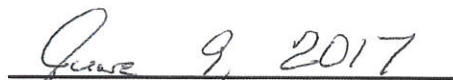
Sterling Police Officers – The work period shall be 28-day periods commencing at 12:01 a.m. on Monday with 171 hours worked as the overtime threshold.

Sterling Fire Department Personnel – The work period shall be 28-day periods commencing at 12:01 a.m. Monday with 212 hours worked as the overtime threshold.

All other Non-Exempt Employees of the City not otherwise specified – work period shall be seven continuous days commencing at 12:01 a.m. Monday and continuing through midnight the following Sunday with 40-hours worked as the overtime threshold.



City Manager



Date