

MAYOR STEVEN C. BIRD
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COUNCILMEMBER JIM ERNEST
COUNCILMEMBER KEVIN JOHNSON



ELECTED CITY CLERK KRISTIN M. JANISCH
CITY TREASURER JAMES P. WARD JR.

March 30, 2023

Matt Fields
Dixon Professional Fire Association
c/o Dixon Fire Department
205 Ford Way
Dixon, CA 95620

RE: Fair Labor Standards Act (FLSA) work period

This is to confirm the agreement reached between the City of Dixon ("City") and Dixon Professional Fire Association ("DPFA") representing the Dixon fire employees, regarding DPFA's FLSA work-period to coincide with the City's new finance software.

Specifically, the agreement is as follows:

4.1 Overtime Pay and Compensatory Time (including holiday compensatory time)


4.1.1 Employees shall be compensated at 1 and ½ times the employee's regular rate of pay, as that phrase is defined in the Fair Labor Standards Act (FLSA), for all hours worked in excess of one hundred and six (106 hours per fourteen (14) day work period). All overtime hours must be approved in advance by the Fire Chief or his/her designee; provided, however, that when emergency conditions exist, the Fire Chief or his/her designee may approve exceptions to this procedure.

4.1.2 In lieu of overtime pay, employees may be allowed to accrue compensatory time off at the employee's regular rate of pay (as that phrase is defined in the FLSA) at the discretion and approval of the Fire Chief or his/her designee at a ratio of 1 and ½ hours of compensatory time off for each hour of overtime worked, subject to the accrual maximum set forth in Section 4.1.4 below. Employees desiring to accrue compensatory time off in lieu of receiving overtime pay must submit their request for compensatory time accrual during the pay period in which the compensatory time off is earned (i.e. during the pay period in which the overtime hours are worked). Failure to make a timely request for the accrual of compensatory time off in lieu of overtime pay will result in the employee receiving overtime in pay.

The City will implement reporting of time worked over the Fair Labor Standard Act (FLSA) threshold of 106 hours (overtime) as premium pay in accordance with California Code of Regulations (CCR), title 2, section 571.


If this is your understanding of the agreement reached, please sign and date as indicated below and return to Human Resources.

AGREED TO:



Jim Lindley
City Manager
Date: 3-30-23

AGREED TO:



Matt Fields
DPFA, President
Date: 04/12/23

City of Dixon

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