

WS -8: Overtime

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SECTION I - POLICY

1. GENERAL POLICY.

Occasionally, employees may be required to work overtime in order to provide essential government services or in the conduct of routine operations. It is our intent that employees who are required to work overtime be compensated fairly for their extra efforts. Since uncontrolled overtime can result in a substantial financial liability, we must ensure adequate management is instituted.

- (1) **No employee shall be permitted to work overtime without prior approval of the department head and the County Administrator or Deputy.**
- (2) This provision is not intended to replace a department head's responsibilities for management of their budget.

2. POLICY APPLICATION FOR NON-EXEMPT EMPLOYEES.

a. Overtime hours and record-keeping is regulated by the Federal Labor Standards Act (FLSA). This defines overtime hours as:

- (1) All actual hours worked over 40 hours per week. (Public Safety employees have a different schedule and are not subject to this definition.)

b. Actual hours worked are computed on a work week basis for non-public safety personnel), and each workweek stands alone. Hours worked for public safety personnel are computed on a two-week work basis.

c. Supervisors and department heads are responsible for ensuring all hours worked and leave, comp time, and holiday hours used, are reported on each employee's time sheet.

d. The actual computing of overtime hours are computed by payroll personnel.

e. Holiday, vacation, sick or funeral hours (days) taken **WILL NOT** be counted as hours worked when computing overtime.

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- f. Except in cases of unpreventable circumstances, emergencies, or essential necessity, unauthorized working of overtime by employees is considered a violation of the policy.
- g. Law Enforcement and Correctional Personnel--Hours worked in excess of 86 during a 14 day cycle will be counted toward overtime compensation.
- h. **Justification and Documentation of all overtime hours worked must be submitted .**