

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 5-13

Effective: 06/16/03

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Overtime

OVERVIEW: This policy establishes overtime compensation eligibility and payment to persons employed by the Board of County Commissioners.

SCOPE: This policy applies to all of the Board of County Commissioners in accordance with the Fair Labor Standards Act.

PROVISIONS:

1. **Eligibility.**
 - a. Non-Exempt Employees are eligible for overtime pay when approved in advance by their department director or designee.
 - i. Employees who work overtime without prior approval will be paid for the overtime, but may be subject to disciplinary action.
 - b. Exempt Employees are not eligible to receive payment for overtime except in instances when the County is in a Declared State of Emergency. During that State of Emergency, or under a Mutual Aid Agreement, Exempt Employees may receive additional pay in accordance with Policy #5-26 and/or Policy #7-16.
2. **Payment.** In the event a Non-Exempt employee is required to work beyond a normal 40-hour workweek, the employee shall be compensated for additional time worked at the rate of time and one-half the employee's regular straight time rate of pay.
 - a. All overtime work must have prior authorization by the department director or designee.
 - b. Only hours worked and holiday hours will be used in the calculation of hours for overtime eligibility.

County Manager

County Attorney