

1.0 PURPOSE/REFERENCES:

To provide policy for provision and compensation of time worked qualifying as overtime.

CALEA Standards: 3.2.1
SOP 208 Administrative Employee Salary, Benefits & Scheduling
Collective Bargaining Agreement(s) (CBA)

2.0 POLICY:

Overtime/compensatory time shall be granted only upon approval of the Executive Director or designee for qualifying hours as outlined in the Bargaining Agreement for represented employees and the Administrative Employee Salary, Benefits and Scheduling policy for non-represented employees. Represented employees should refer to their collective bargaining agreement.

Overtime/compensatory time pay for temporary or part-time employees shall be granted for each hour worked in excess of forty (40) hours per week.

3.0 PROCEDURE:

3.1 An overtime list shall be established according to hours of overtime worked by each employee in any calendar year for the classifications of: Supervisors (I or II), Communication Officer II (CO II) and Communications Officer I (CO I).

3.2 Mandatory Overtime:

A mandatory overtime tracking system will be established to record com room employees who have been required to work mandatory overtime, beginning with the employee who has not been required to work mandatory overtime for the longest period of time and ending with the employee who has been required to work mandatory overtime most recently.

3.3 Overtime & Traded Hours:

Employees are allowed to work available overtime on days when they trade. Even though the situation creates uncertainty about which employee has the right to the overtime benefits, use of trades is encouraged when other time off is not possible. An employee agreeing to work a trade cannot make a claim for any overtime being worked by the other employee. Their only claim is to the repayment of time by the other employee.

3.4 Overtime Records:

Records of overtime and compensatory time must be maintained by the employer. All accrual/use must be reported and appropriately documented each pay period on the employee's electronic time sheet to ensure compliance with the Fair Labor Standards Act. These records should reflect the following:

- 3.4.1** Date overtime worked and number of hours worked.
- 3.4.2** Compensatory time earned if not taken in overtime wages.
- 3.4.3** Date compensatory time taken and number of hours used.
- 3.4.4** Current balance of compensatory time accrued.