

Overtime

The County recognizes that occasionally non-exempt employees may be required to work overtime in order to provide essential governmental services. It is County policy and in compliance with the Fair Labor Standards Act that non-exempt employees who are required to work overtime be compensated for their extra efforts. Since uncontrolled overtime can result in dramatically heightened costs, the County must ensure adequate management of overtime.

Except in the case of an emergency, overtime must be approved in advance by both the supervisor and the County Administrator in accordance with the guidelines established by the County Administrator. Employees who refuse to work overtime or fail to appear when notified and scheduled to work overtime may be subject to disciplinary action up to and including termination. Working unauthorized overtime may also subject an employee to disciplinary action up to and including termination.

Compensation for non-exempt employees covered by the Fair Labor Standards Act who are authorized by their supervisor and/or the County Administrator to work more than forty (40) hours in a work week, will be compensated at the rate of 1.5 times the hourly rate of pay for each hour in excess of forty (40) hours within the seven-day, defined work week.

Law Enforcement and Fire Fighter Overtime

Overtime for law enforcement and fire fighters shall be based on a twenty-eight (28) day cycle with overtime being paid for any hours worked in excess of 171 hours for law enforcement and 212 hours for fire fighters during the cycle. Holiday, vacation, sick or bereavement time taken will not be counted as hours worked when computing overtime or compensatory time.

Compensatory Time

At the request of the employee concerned, and with the approval of the County Administrator, a non-exempt employee who has accrued compensatory time may be granted paid compensatory time off at the rate of time and one-half for hours actually worked. The supervisor and employee must make every effort to take compensatory time off within thirty (30) workdays, unless otherwise approved by the County Administrator. Compensatory time should be used first. An employee may not accrue more than 240 hours of compensatory time, except for firefighters