

## SECTION 10 OVERTIME

**A. POLICY STATEMENT:** It is the Policy of Hubbard County to compensate "non-exempt" employees for time worked in excess of forty (40) hours, in a regular work week by compensatory time off or in accordance with the Federal Fair Labor Standards Act (FFLSA). The regular work week is defined in Section 9, Hours of Work and Attendance, page 1.

**B. ELIGIBILITY:** All employees of Hubbard County who meet the CFR 29 Part 516.2 criteria and are therefore non-exempt employees, shall be paid overtime. (See exempt employee list, Addendum V)

**C. ASSIGNMENT AND AUTHORIZATION OF OVERTIME**

1. Department Managers must obtain prior approval from the Board of County Commissioners in order to schedule overtime.
2. Department Managers shall be responsible for assigning and authorizing overtime.
3. Overtime shall be distributed as equally as practical among employees in a department. If it has been established that overtime has not been fairly distributed in a department, future scheduling shall compensate for past discrepancies until overtime opportunities become equitable.
4. Employees shall be expected to work overtime when requested.

**D. CALCULATION AND COMPENSATION**

1. For all recorded hours in excess of forty (40) hours per week, in a regular work week, non-exempt employees shall receive compensatory time or overtime pay equal to one and one half times their regular pay. The Department Manager and the employee shall agree in advance of any overtime being worked whether the employee shall earn time and one half overtime pay or compensatory time.
2. Compensatory time shall be taken as assigned by the Department Manager. Compensatory time may not be accrued in excess of 40 hours. The Department Manager is responsible for monitoring booked comp time and assuring compliance with the 40 hour maximum.
3. When compensatory time off for overtime hours worked is not possible or upon an employee's request to receive monetary compensation, the employee shall receive pay at the rate of one and one half times the employee's regular hourly wage. No request will be considered outside the regular payroll deadlines for any given pay period. (Refer to Item D.2, this Section).
4. Overtime shall be calculated in fifteen (15) minute periods.
5. Holidays and Paid Time Off (PTO) shall count toward the calculation of overtime. Comp time can not be used to exceed the 40 hour work week.
6. Travel time spent by an employee to attend an authorized seminar or conference shall count towards the calculation of overtime for those hours in excess of the normal work day, as the lessor of:
  - a. time spent in excess of the employees round trip travel time to their normal work location or
  - b. travel time spent round trip from their home.