

Overtime/Compensatory Time

Overtime: Non-Exempt Positions

Non-exempt employees will be compensated for hours worked in excess of 40 in a given work week as follows:

- All work in excess of 7.5 hours in a given work day must be authorized in advance by the employee's supervisor.
- Pay at 1.5 times the regular hourly rate of pay; or
- Time off at the ratio of 1.5 hours for each overtime hour worked so long as it is taken in the second work week within the same pay period.

Compensatory Time: Non-Exempt Positions

A regular employee in a non-exempt position who in any week works in excess of a total of ____ hours and less than 40 hours may receive a credit for time off with pay in an amount equal to the amount of excess hours worked. This credit will be treated as compensatory so long as:

- It is approved in advance by the Director unless the extra work was required by an emergency or other unusual circumstance.
- The amount of extra work is not less than 30 minutes.
- It is granted in units of 30 minutes and for each full 30 minutes worked.
- It is taken within the same pay period.