

Jefferson County Policies & Procedures

Policy Name:	Extra Hours/Overtime	Approved:	2/3/2011
Policy Number:	211	Author:	Boyde
Associated:			

PROVISIONS:

Extra hours/overtime is time worked in addition to an employee’s regularly scheduled hours during a work cycle.

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. Exempt employees **are not** eligible for overtime; they are expected to work as many hours as required to perform the duties of the position. Except for Elected Officials, all employees are covered by the FLSA.

Before extra hours/overtime is worked, the employee must have approval from his/her supervisor. Extra hours/overtime is considered a condition of employment; refusal to accept it when reasonable notice has been given or abuse of overtime is cause for discipline, up to and including termination. At the supervisor’s discretion, an employee’s work schedule may be adjusted during the workweek to avoid extra hours/overtime.

Approved paid absences, including but not limited to sick leave, vacation leave, FMLA, military leave, jury and witness duty, or funeral/bereavement leave **are not** counted as time worked for the purposes of computing overtime.

Elected Officials and Department Heads may authorize and schedule extra hours beyond the normal work schedule for eligible employees only to the extent that:

- They give employees prior approval, in writing if possible, before working extra hours;
- Extra hours are limited to absolute necessity;
- Funds to pay for extra hours are approved in the annual budget;
- Expenditures throughout the year for extra hours remain within the departments approved personnel allocation;
- When the approved allocation is spent, additional funds must be requested through the County Administrator and then approved by the Jefferson County Commission;
- Jefferson County does not allow accrual of compensatory time by exempt or non-exempt employees.

PROCEDURES

Extra Hours Resulting in Overtime

The Commission *may* authorize exceptions when exempt employees are assigned to Commission mandated or approved emergency duty, (e.g. some maintenance personnel and some emergency service personnel).

Employees assigned to modified, alternative or experimental work schedules will be paid in excess of forty (40) hours in any one week, but not in excess of eight (8) hours in any one day. Modified, alternative, or experimental work schedules are not to be confused with flexible work hours as described in Hours of Work.

General Instructions

On-Call hours (hours scheduled in excess of the standard work week), including payment for emergency service hours as per policy *Emergency Service Payment*, employees do not qualify for emergency service hours in 24 hour operations.

Recording

Extra hours must be shown on the employee's time card during the pay period in which the hours were accrued. Any abuse of this procedure or false entries on a time card will result in disciplinary action, up to and including termination, against any employee and/or supervisor authorizing submission of the time card.