



# Jefferson County Emergency Services Agency Administrative Policy

AP 1120

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## Overtime

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

Overtime is defined as any hour(s) worked in excess of ninety-six (96) hours in one pay period (Sunday at 0800 to the second Sunday following at 0759) by non-exempt employees and is paid at a rate of one and one-half (1.5) times the employee's regular hourly rate.

Only hours worked will be used in the computation of overtime. Medical Leave, Personal Leave, Holidays, and any other leave or pay for hours not worked will not be included in the calculation of overtime.

Any overtime must have prior approval from the Director, Deputy Director, or Captain. All overtime will be subject to budgetary constraints; with the exception of overtime due to emergency incidents requiring the employee to remain on-duty beyond the conclusion of their scheduled shift, which will automatically be authorized.