

Overtime Leave

Under the Fair Labor Standards Act, “overtime hours” are those hours worked over forty (40) in a scheduled work week for non-exempt employees; including paid holidays and excluding any paid leave, or for public safety personnel those hours exceeding their scheduled work hours in a work period. Overtime pay and/or overtime leave will be authorized for emergencies only. Employees defined as non-exempt are eligible for overtime pay or overtime leave for overtime hours worked.

Overtime pay and/or overtime leave will be authorized for emergencies only, except when regularly scheduled work hours exceed Fair Labor Standards Act (FLSA) standards for the granting of overtime.

Eligible employees, other than police, fire, and correction officers, will receive overtime pay or overtime leave for all hours worked over forty (40) hours in a workweek. A workweek is defined as a predetermined period of seven (7) consecutive days and one hundred sixty-eight (168) consecutive hours. The beginning and end of workweeks will be set at the discretion of management and may be different for different groups of employees. Overtime pay will be at the rate of one and one-half (1 ½) times the regular rate of pay for all hours worked over forty (40) hours in a workweek. Overtime leave will be at the rate of one and one half (1 ½) times the number of hours over forty (40) hours worked in a workweek. Overtime pay will be awarded at a “half-time” basis for those employees who receive a fixed salary for a fluctuating workweek.

Overtime pay or overtime leave will be awarded to non-exempt police, fire, and corrections officers for all hours worked during the work period which are over the limit established by the FLSA for such personnel. A work period is a regular, repeating work cycle of seven (7) or more days. The length of the work period will be set at the discretion of management and may be of different length for different groups of employees within these divisions or departments.

For additional information, please refer to Administrative Regulation 2.08.