



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
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It is the policy of the County not to work employees beyond the regularly scheduled work week unless conditions warrant. This policy will be governed by applicable Fair Labor Standards Act regulations for Public and Public Safety employees.

1. All full-time employees normally work a standard number of hours each week, as described in unit HOURS OF WORK, AM-208.1. The standard number of hours are determined based on the position type and budgeted hours.
2. Management may schedule overtime beyond the standard budgeted work week hours when it is in the best interest of the County and is the most practical and economical way of meeting workloads or deadlines. An employee must receive prior approval from the supervisor prior to working additional hours. Employees are not authorized to work additional hours without prior approval.
3. Employees will be required to work overtime when requested by management unless excused by management. The County will attempt to provide advance notice of the need to work overtime. There may be instances where advance notice cannot be provided. Employees may volunteer to work overtime and should communicate that interest to their supervisors. Overtime will only be scheduled for those employees fully qualified to perform the work required. All other factors being the same, seniority may be used as a selection factor. In most work units, efforts will be made to equalize overtime among employees who are similarly classified.
4. Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act are referred to as "nonexempt," meaning not exempt from that law. Those who are "nonexempt" are eligible for overtime pay at one and one-half times their pay rate for hours worked beyond (40) forty in one week. Non-exempt employees whose standard number of hours each week is less than (40) forty, will receive straight time for overtime hours worked that are excess of the standard hours and do not exceed (40) forty hours in one week. Non-exempt employees are classified in the "L", "M", "N", and "S" groups as discussed in the unit PAYROLL/SALARY ADMINISTRATION, AM-301.1. Employees who are "exempt" are not eligible for overtime pay and these employees are classified in the "A" and "E" groups in the salary administration unit. During a declared emergency, additional compensation may be paid to "exempt" employees, as approved by the County Administrator, at a rate not to exceed the employee's hourly salary as used for the purpose of payroll calculations as identified in number 8 below.
5. When computing overtime compensation, vacation, holidays, bereavement leave, jury duty, paid emergency leave during a declared emergency, and military leave shall be



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considered as time worked. Other absences from work while on pay status, such as sick leave, will not be counted as time worked for overtime computation.

6. Compensatory time shall not be used as compensation for overtime.
7. During a declared emergency, if non-union employees are relieved of duty and provided paid emergency leave (ex. hurricane leave), any non-union employee who is required to work will be paid at time and one-half for hours worked. If an employee works part of their normal shift, the non-working hours that fall within their normal work schedule will be paid as emergency leave and the working hours will be paid at time and one-half. Time that extends beyond the normal shift will be paid at time and one-half. Other absences from work while on paid leave to include sick leave will be counted as time worked for overtime computation. This will only apply to the work week in which paid emergency leave is granted. Subsequent work weeks, will return to the overtime compensation criteria identified above.
8. During a declared emergency, "exempt" employees who are assigned to work when other "exempt" employees are relieved of duty and provided paid emergency leave, are eligible to receive additional compensation for hours worked beyond a normal work schedule. Compensation will be in addition to the employee's normal salary and will be calculated based on the additional hours worked at a rate of pay equal to the employee's hourly salary as used for the purpose of payroll calculations. The County Administrator will identify the beginning and ending dates that exempt employees will be eligible for additional compensation. Exempt employees will be required to document their time and work performed on the required forms.

JASON E. BROWN _____ DATE _____