

OVERTIME & COMPENSATORY TIME 508*Effective Date: 02/01/2016*

When operating requirements or other needs cannot be met during regular working hours, employees may need to work overtime hours. Sometimes overtime may be necessary for a group of employees due to workload and project needs, while at other times individual employees may have a specific need to work extra hours. Regardless, all overtime work must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action.

Employees may request compensatory time off by requesting leave from the Department Head. Leave will typically be granted, subject to the Department Head's discretion and the department being appropriately staffed so as not to unduly disrupt operations. Employees are required to use compensatory time before using any accrued annual leave.

Non-Exempt Employees

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on **actual hours worked**, and will typically be paid for time worked over 40 hours in the workweek. Employees in the Sheriff's Office engaged in law enforcement activities typically receive overtime only after working 171 hours in a 28-day cycle (or 139 hours within a 24-day cycle for patrol officers). Time off on annual leave, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Cass County defines the workweek as the seven-day period starting at 12:01 on Saturday morning, and continuing through midnight the following Friday.

Overtime shall be paid, at the discretion of the employee, by either paying 1½ times the employee's regular rate of pay for all overtime hours or permitting the employee to take compensatory time at a rate of 1½ hours for each hour of overtime worked. Each employee shall select a method of compensation at the time of their initial employment, which will stay in effect until a new authorization is submitted to the Department Head. Changes will only be processed once per year in January. In the event no election is made, employees will receive payment. Where the County declares a disaster, all overtime accrued subsequently will be paid out (as opposed to accruing compensatory time).

Employees may accrue up to a maximum of 12 hours of compensatory time (18 compensable hours). Any hours earned in excess of these maximum limits must be paid as overtime. Employees must use accrued compensatory time by December 15th each year. Any unused time after December 15th will be paid out to the employee. Any overtime accrued after December 15th will be used in the following calendar year.

Exempt Employees

Exempt employees typically are not eligible for overtime. However, exempt employees may occasionally be rewarded compensatory time by Department Heads. In addition, when the Commission officially declares an emergency, exempt employees will receive overtime under this policy. Use of compensatory time is subject to this policy.

Exempt employees may not accrue more than 160 hours of compensatory time and must use all accrued time by the end of the calendar year or forfeit any such remaining hours. Exempt employees leaving County employment will not receive cash payment for any unused compensatory time.