



Policy Title		
		Overtime
Control Number	Policy Date	Revision Date
HR018	10/06/08	03/09/20

Purpose

To establish the provision for compensation due to overtime, or hours worked beyond a normal work schedule

Scope

All Scotland County Employees

Policy Statement

The County complies with the Fair Labor Standards Act for administration of compensation of overtime and properly records all overtime accrued for each employee.

Responsibilities

Employees

Employees are expected to work all assigned periods, exclusive of scheduled breaks. Employees are not to perform work during breaks or beyond scheduled work time unless approved by Management. If a situation occurs, requiring overtime or work outside of the established work schedule, the Employee must notify the supervisor as soon as practical.

Management

Department heads are responsible for ensuring that overtime hours are authorized, recorded, and properly documented for compensatory time off or overtime pay in accordance with the established record keeping forms and instructions. Any allowed work outside of the work schedule or during breaks is considered work time, even if that work is not approved by management.

Time Recording

All employees, including Exempt employees and Department Heads, are to record their work time via the established time-keeping system to properly track work hours and calculate overtime.

Computation

Traditional 40-Hour Work Week

Computation for overtime is based on actual work hours over forty (40) hours for a seven (7) day work period. Any paid leave during a work period will not count toward the calculation of overtime.

Law Enforcement (Deputies and Jailers)

Computation for overtime is based on actual work hours over 171 hours for a 28-day work period. Any paid leave during a work period will not count toward the calculation of overtime.



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Emergency Services (EMS and E911)

Computation for overtime is based on all hours over forty (40) hours for a seven (7) day work period using a Modified Fluctuating Workweek method. All paid time and actual hours worked are included in the calculation.

Exempt Employees

Exempt employees, other than Department Heads, may receive compensatory time off by their supervisor, at hour-for-hour, where the convenience of the department allows. The maximum accrual for “comp time exempt” is 120 hours. Compensatory time for exempt employees is not guaranteed to be taken and is not paid out at termination or otherwise.

Compensatory Time: Non-Exempt

It is the policy of Scotland County, in agreement with its employees, that non-exempt employees receive compensatory time off, in lieu of cash payments, in accordance with the provisions of the Fair Labor Standards Act. In situations in which compensatory time off is not practical, employees in specified positions may receive monetary compensation subject to the approval of the County Manager.

Department Heads are responsible for the management of compensatory time by monitoring accruals and allowing employees to use accrued time. When an employee’s balance reaches 100 hours, the Department Head will put a plan in place to manage and reduce balances.

Non-exempt employees may not accrue more than 240 hours of compensatory hours. Any balances over 240 hours will be paid out. Department Heads have the authority to determine the amount of compensatory time payout in this situation, subject to budget constraints and approval of the Finance Officer.

Employees are responsible to follow established procedures for any compensatory time off requests. Compensatory time will be the first paid time benefit used for any employees to cover leave. It will be taken in 15 minute increments, not to exceed eight (8) hours per day.

Any unused accrued compensatory time will be paid at termination of employment.


Emergency Situations

The County Manager determines if a situation will be deemed an emergency.

Non-Exempt Employees

In emergency situations, non-exempt employees will be compensated at their usual overtime rate of time and one-half for hours worked in excess of forty (40) hours per seven (7) day work period. Law Enforcement (Deputies and Jailors) will be compensated at time and one-half for



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hours worked over 171 hours in a 28-day cycle. Emergency Services (EMS and E911) will be compensated at double half-time for hours worked over forty (40) hours per seven (7) day work period based on Modified Fluctuating Workweek.

Exempt Employees

In emergency situations, exempt employees, including Department Heads, required to work extended hours will be compensated for hours worked over the regular workweek at their regular hourly rate.

Reference

Replaces: Personnel Policy dated, June 5, 2006
Article III. The Pay Plan, Section 12. Overtime