



Effective: 5-27-2010

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Policy

See Also:

Approved by:

POL-### ACCRUING/USING OVERTIME AND COMPENSATORY TIME

The Department of Archaeology and Historic Preservation (DAHP) benefits from the work of employees who are eligible to receive overtime compensation. All overtime eligible employees working over 40 hours in a single workweek must follow this policy.

1. Employees Must Meet Certain Conditions to Receive Overtime

- Work more than 40 hours in one workweek, including paid holidays.
- Leave with pay, such as annual leave and sick leave is **not** considered time worked.
- Required to work a paid holiday.

2. Employees Must Get Written Approval to Work Overtime

Employees must get prior written approval from his/her supervisor before working over 40 hours in a week as per circumstances identified in Section 1. When possible, the Department will inform an employee in advance when he/she is required to work overtime.

3. Employees May Receive Overtime Pay or Compensatory Time

Overtime will be paid at one and a half times the employee's normal salary. If the employee and the supervisor agree, DAHP will grant compensatory time off in lieu of overtime pay. Compensatory time is granted at one and a half hours for each overtime hour worked.

4. Employees Must Follow These Conditions When Accruing Compensatory Time

- Employees may accrue up to 80 hours of compensatory time.
- If compensatory time is requested over 80 hours, overtime will be paid instead.

5. Employees Must Follow These Conditions When Using Compensatory Time

- Employees must use compensatory time when it will least interfere with the work flow of the individual and the unit.
- Employees must use compensatory time before annual leave time, unless this would cause the employee to lose annual leave hours.

- Employees must use all compensatory time earned within 45 days of accruing it, unless a supervisor denies the employee's request to use the compensatory time within that timeframe.
- If an employee terminates employment with the Department, he/she will receive pay for all unused compensatory time.
- Compensatory time must be used by June 30th of each year regardless of when the compensatory time was earned; otherwise the employee will receive pay for all unused compensatory time.

6. Employees Will be Informed of all Changes to Overtime Eligibility

Any changes in an employee's overtime eligibility must be approved by the Director of the Department of Personnel. DAHP will notify any affected employee in writing of any changes made to his/her overtime eligibility.