

COMMITTEE ON HUMAN RESOURCES

Friday, January 13, 2012

9 a.m., Room 2550

Location: Eau Claire County Courthouse
721 Oxford Avenue
Eau Claire, WI 54703

ADDENDUM

- A1. Human Resources: Update to Employee Policy Manual/Policy No. 503 Overtime and Compensatory Time/Resolution/Recommendation to County Board of Supervisors/ Approval-Denial/Direction to Staff. (pp. 2-5)

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: January 13, 2012		Information-Discussion	
Agenda Item No. A1	X	Direction to Staff	
Department: Human Resources	X	Approval-Denial	
Subject: Update to Employee Policy Manual/ Policy No. 503 Overtime and Compensatory Time	X	Requires Recommendation to:	
	X	County Board	
		Other:	
		Form:	<input type="checkbox"/>
Bargaining Unit Involved: N/A		X	Resolution
Prepared by: H. Baker			Report
Reviewed by:		Other Action:	

When reviewing Employee Policy 503 Overtime and Compensatory Time, the policy regarding the Sergeant, Civilian Jail Sergeant, and Correctional Officer positions was unclear on how to implement. The intent of the policy was for employees in these positions to earn compensatory time or overtime compensation for hours worked beyond their scheduled hours. The language was written that overtime or compensatory time is earned after 80 hours worked.

The scheduling for the jail is such that 12 Correctional Officers are scheduled to work 85 hours every pay period. The way the policy is currently written would result in a potential \$15,990 in additional overtime pay. Human Resources is recommending a change in the policy to better clarify the intent of the policy, which is to compensate for additional hours worked beyond the regularly scheduled hours within a pay period. Paid benefit time will not be considered as hours worked for purposes of determining compensatory hours.

A copy of each of this policy with the noted revisions is included with the agenda packet.

Given there is a fiscal impact, this policy change will require referral to the County Board. The Committee is asked to review this updated policy and make a recommendation to the Board.

Approved	Denied
Effective	
Referred to County Board on	
Signed	

POLICY 503 OVERTIME AND COMPENSATORY TIME

1. Purpose. To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).

2. Definitions.

2.1 Each position is designated as either “Non-exempt” or “Exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact their supervisor if they are unsure of their position’s designation.

2.1.1 Non-Exempt. Positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week.

2.1.2 Exempt. Positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

3. Overtime.

3.1. Non-exempt employees may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 hours per week.

3.2 Employees in the Sergeant, Civilian Jail Sergeant, or Correctional Officer positions may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of 80 hours per pay period.

3.3 Paid benefit time (vacation, sick, nonproductive holiday hours, etc.) will not be considered as hours worked for purposes of determining overtime hours and pay.

3.4 Employees on conference, convention or seminar leave may be eligible for overtime for hours exceeding their normal workweek schedule resulting from travel time.

4. Compensatory Time.

4.1 Non-exempt employees may elect to earn and use compensatory time. Compensatory time will be earned at time and one half.

4.2 Non-supervisory exempt employees may elect to earn and use compensatory time. Compensatory time will be earned on the basis of one hour compensatory time for one hour worked outside a 40-hour work week.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date:

- 4.3 Department heads and exempt supervisory employees are not eligible for compensatory time.
 - 4.3.1 Employees in the following positions will choose to either earn compensatory time on the basis of one hour compensatory time for one hour worked outside a 40 hour work week to a maximum of 40 hours or receive compensation on the basis of one hour paid for one hour worked outside a 40 hour work week: Shop Superintendent, Highway Supervisor, Airport Supervisor, and Maintenance Supervisor.
 - 4.3.1.1 Once the maximum accrual amount has been met, employees will be paid for any time worked outside a 40 hour work week at a rate of one hour time for one hour worked.
 - 4.3.2 Employees in the Sergeant, Civilian Jail Sergeant, or Correctional Officer positions will earn compensatory time on the basis of time and one half hours compensatory time for one hour worked ~~outside an 80 hour pay period to a maximum of 85 hours annually~~ for hours worked beyond their regularly scheduled hours within a pay period to a maximum of 85 hours annually.
 - 4.3.2.1 Once the maximum accrual amount has been met, employees will be paid for any time worked ~~outside an 80 hour pay period at a rate of time and one half time for one hour worked~~ for hours worked beyond their regularly scheduled hours within a pay period at a rate of time and one half time for one hour worked.
 - 4.3.2.2 Compensatory time balances valuing \$50 or more at the end of a calendar year will be paid out in January of the following year and placed into the Post Employment Health Plan (PEHP).

5. Compensatory Time Accrual.

- 5.1 Paid benefit time (vacation, sick, nonproductive holiday hours, etc.) will not be considered as hours worked for purposes of determining compensatory hours.
- 5.2 Employees on conference, convention or seminar leave may be eligible for compensatory time for hours exceeding their normal workweek schedule resulting from travel time.
- 5.3 Compensatory time may be accumulated to a maximum of 40 hours.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date:

5.4 Compensatory time balances will be paid out when an employee is promoted, changes positions, or changes departments.

6. Approval.

6.1 Except in emergencies, all overtime and compensatory time must be approved in advance by management.

6.1.1. The employee's supervisor will have the sole right to approve or deny overtime and compensatory time requests.

7. Appendices.

7.1 Listing of Position Titles and Exemption Status (Appendix 503 A)