

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 Non-exempt Highway employees will receive overtime paid at a rate of time and one half for any hours worked on Saturday or Sunday.
 - 3.3 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 their normally scheduled hours per pay period.
 - 3.4 Paid benefit time (paid time off, extended leave bank, nonproductive holiday hours, etc.) will not be considered as hours worked for purposes of determining overtime hours and pay.
 - 3.5 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 Eligibility.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date: October 2014, July 2016, April 2018, May 2019

Eau Claire County
Employee Policy Manual

- 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.
 - 4.3 Department heads and exempt supervisory employees are not eligible for compensatory time.
 - 4.3.1 Effective 1/2/2020, employees in the Sergeant, Civilian Jail Sergeant, or Correctional Officer positions may earn compensatory time on the basis of time and one half hours compensatory time for one hour worked for hours worked beyond their regularly scheduled hours within a pay period up to a maximum of 40 hours.
 - 4.3.1.1 Once the maximum accrual amount has been met, employees will be paid for any time 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.
 - 4.3.1.2 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 (paid time off, extended leave bank, 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.
 - 5.4 Compensatory time balances will be paid out for non-exempt employees when an employee is promoted, changes positions, or changes departments.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date: October 2014, July 2016, April 2018, May 2019

Eau Claire County
Employee Policy Manual

- 5.5 The ability for non-exempt employees to earn comp time will be suspended temporarily for the December payroll cycles. Any comp time balance for non-exempt employees will be paid on the last payroll of each calendar year. The ability to earn comp time would be reinstated effective with the January payroll cycles each year.
6. Compensatory Time Approval and Usage.
- 6.1 The employee's supervisor will have the sole right to approve or deny overtime and compensatory time requests. Except in emergencies, all overtime and compensatory time must be approved in advance by management.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date: October 2014, July 2016, April 2018, May 2019

Eau Claire County
Employee Policy Manual