

3.3 OVERTIME PAY & COMPENSATORY TIME

All overtime work is to be determined by the supervisor and must be authorized by the supervisor before it will be paid. Overtime shall be paid to all non-exempt employees at the rate of time and one-half (1 ½) the employee's straight time hourly rate for hours worked in excess of 40 hours unless otherwise governed by Fair Labor Standards. Hours between 37.50 and 40.00 shall be paid at straight time, in accordance with the Department of Labor section 553.28.

For purposes of overtime and compensatory time, the work week will begin at 12:01 a.m. on Monday and end at 12:00 midnight on Sunday or 12:01 a.m. on Saturday and end at 12:00 midnight on Friday depending on the department. Paid leave (i.e., holiday, vacation, sick, etc.) shall be counted as work time for purposes of determining overtime.

An employee working overtime may be required to take compensatory time off in lieu of receiving cash payment. Compensatory time will be provided to employees at the rate of one and one-half (1½) times the hours worked. Employees may accumulate up to one hundred (100) hours of compensatory time. Once the maximum amount of compensatory time has been accumulated, the employee will receive overtime pay for any compensatory time earned. Compensatory time off must be approved by the employee's supervisor before the time off can be taken. Upon termination of employment, the employee shall be paid for any unused compensatory time at the employee's regular hourly pay rate.

Exempt employees shall not receive any compensation for overtime worked either in the form of cash payment or time off.