

Attachment C

Rule 312 Exempt Employees Overtime Payment Compensation:

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Exempt employees are paid salaries at biweekly rates and may be required to work occasional overtime without extra or premium pay. Exempt employees assigned to extended overtime may be paid for ~~scheduled-pre-approved~~ hours in excess of forty-five (45) hours per week, or for exempt shift fire personnel, in excess of scheduled hours per normal work period, ~~or for exempt shift detention personnel, in excess of 86 hours per normal work period,~~ but only with prior written approval of the County Manager or Utilities Manager. When payment for overtime work is authorized, exempt employees shall be paid at straight-time rates computed on an hourly basis for those hours worked in excess of forty-five (45) hours per week, or for exempt shift fire personnel, in excess of scheduled hours per normal work period. In recognition of the requirement that exempt employees work occasional overtime, some flexibility is allowed for authorized time off with pay during the normal work day or normal work period as compensatory time. However, it is not intended that compensatory time be granted in an amount to equal overtime worked in a non-pay status, and exempt employees are expected to use compensatory time with discretion. Compensatory time may not be used to engage in outside employment without prior approval of the County Manager or Utilities Manager. It is not intended that an exempt employee's status will change to non-exempt status by virtue of accruing compensatory time.

- (a) Exempt employees may accrue compensatory time with the prior approval of their supervisors for those hours worked in excess of forty-five (45) hours per week, or for exempt shift fire personnel, in excess of scheduled hours per normal work period to a maximum of sixty (60) hours that can be accrued in their compensatory time banks [eighty-four (84) hours for exempt shift fire department personnel].
- (b) Upon separation of employment with the County, an exempt employee shall not be paid for any unused compensatory time, and compensatory time shall not be used to extend the date of the employee's separation from employment.

HISTORY: APPROVED 8/5/65; AMENDED 9/18/78; AMENDED
5/14/79; AMENDED 10/89; AMENDED 1/31/90; AMENDED 2/11/03;
AMENDED 2/16; AMENDED PP.

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