

Attachment B

Rule 311.2 Non-Exempt Employees Overtime Compensation:

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Non-exempt employees are compensated at one and one-half times their straight time hourly rate for all required overtime hours of their regularly scheduled work period or as a result of call-out as defined in Rule 313. Overtime compensation is based on straight time hourly pay, not on cumulative pay. Any work an employee performs outside their normal work period must be pre-approved by their immediate supervisor, prior to the work being commenced.

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The accrual of compensatory time in lieu of overtime pay must be requested by the employee and approved by the Department Director or designee before the work commences. A non-exempt employee may not accrue in his/her banks more than one-hundred twenty (120) compensatory time hours or, in the case of police officer and firefighter non-exempt employees, two-hundred forty (240) compensatory time hours. Compensatory time may be accrued at the rate of one and one-half times the actual overtime hours worked, provided all other overtime requirements outlined in these Rules are met. Compensatory time is to be paid at the straight time hourly rate. Regardless of the Firefighter work schedule the dollar value of the compensatory bank will remain the same.

Only full-time regular non-exempt employees are eligible under this rule to accrue compensatory time in lieu of overtime pay. Temporary, casual and part-time regular employees are not eligible to accrue compensatory time.

One employee may not substitute for another in working overtime without supervisory approval.

HISTORY: AMENDED 3/20/90; AMENDED 5/16/94; AMENDED 2/11/03; AMENDED 9/10/13; **AMENDED 2/2/17**

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