

LCCS POLICY 443

NBU Overtime/Compensatory Time Procedures

Original Issue Date:	11/01/1994
Revision Dates:	11/11/1994, 2/1/1995, 1/25/1996,11/24/1998
Revision Number:	4
Current Effective Date:	1/10/2000
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All Non-Bargaining Unit Non-Exempt LCCS Staff
Responsibility:	Executive & Associate Directors, Departmental Managers, Payroll Supervisor, Security Supervisor
Purpose:	To establish overtime payment and compensatory time practices for NBU, Non-Exempt staff.
Legal Cite:	The Fair Labor Standards Act of 1938 as amended (FLSA) 29 C.F.R. §516.33.

POLICY STATEMENT

All NBU Non-Exempt Lucas County Children Services employees will receive overtime pay or compensatory time for hours worked beyond 40.

PROCEDURE

All NBU Non-Exempt employees may utilize a “Flexible 35” work schedule. Full time employees will account for 35 hours within the established Sunday to Saturday week.

Variance from a standard Monday-Friday, 8:30 a.m. - 4:30 p.m. workweek must have prior supervisory approval. The needs of the agency are the primary consideration when a standard work week variance is granted.

The employee must obtain **supervisory approval prior** to working any overtime.

Extra hours worked in the work week are first applied to any hours taken off for vacation, sick leave or comp time. Any remaining hours over 35 are then applied toward compensatory time accrual or overtime payment (as approved by supervisor). Hours 35-40 of actual hours-worked are compensated at straight time. Actual hours worked above 40 in the workweek will be compensated at time and a half.

Actual Hours Worked excludes sick leave, vacation, personal day, comp time and holidays.)

Unused compensatory time will be converted to paid time after six months.

Full-time Security Officers required to work on an agency holiday will be paid time and one-half for hours worked on the holiday.

The payment of time and one-half for holidays worked will be applied only on the date of the actual holiday, regardless of the date the holiday is observed by the agency. For example, if a holiday falls on a Sunday but is observed by the agency on Monday, the time and one-half payment will be made only for those hours worked on Sunday (the actual holiday). This situation can potentially happen on the following agency holidays.

- New Years Day (January 1st)
- Independence Day (July 4th)
- Veterans Day (November 11th)
- Christmas Day (December 25th)

Security Officers who are regularly scheduled to work over 35 hours in a week may, with supervisory approval, elect to not have hours worked applied to sick leave used during the week.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS