

Overtime

The Department Heads and all employees are expected, as a matter of good management and efficiency, to make every possible effort to minimize overtime and to conform to the regular schedule of working hours. However, if possible, all employees are expected to respond to call for work outside of normal hours when such calls are made by the Department Head for a special work situation.

Any overtime directed by a Department Head, which qualifies based upon the provisions under "Calculation of Overtime/Compensatory Time" listed below, should preferably be compensated with compensatory time off at one and one-half (1-1/2) times the amount of time worked. Such compensatory time off shall be arranged cooperatively between the Department Head and employee in order to ensure continued good management and service in each office.

Any overtime which qualifies under "Calculation of Overtime/Compensatory Time", which cannot be compensated with compensatory time off within eight pay periods earned, will then be paid at the rate of one and one-half (1-1/2) times the regular rate of pay, and will be carefully examined by the Board.

Compensatory Time

As provided above, when the duties of employment require a covered employee to work beyond the normal hours of a work week, the employee shall preferably receive compensatory time off rather than overtime pay for such overtime hours and payroll shall credit these hours to the employee's leave time.

- Compensatory time off is to be computed and credited as set forth in "Calculation of Overtime/Compensatory Time" listed below.
- All records of compensatory time earned and used, as reflected on employee timecards, shall be recorded and maintained by payroll, with the exception of the Sheriff's Department.
- All such compensatory time off shall be arranged with the Department Head with as much advance notices as is reasonably possible.
- In the event an employee is detained in the office due to waiting on a customer after the beginning of their regularly scheduled noon hour or after the end of the employee's normal work day, that employee shall be allowed to extend their lunch break that day or will be allowed to take compensatory time off the next working day at a time designated by the Department Head.

Calculation of Overtime/Compensatory Time

Cottonwood County's Policy and Definitions shall be consistent with the provisions of the Fair Labor Standards Act (FLSA). No employee who is exempt or non-covered under the FLSA shall have the right to Overtime or Compensatory Time as set forth in "Overtime" and "Compensatory Time" as listed above.

Definitions

Workweek: A workweek is a period of 168 hours during 7 consecutive 24-hour periods, beginning at 12:01 a.m. on Monday and ending at 12 midnight the following Sunday.

Hours worked: Covered employees must be paid for all hours worked in a workweek. "Hours worked" includes all time an employee must be on duty, or on the employer's premises or at any other prescribed place of work. Also included is any additional time the employee is permitted to work.

Compensated time counts toward 40-hour workweek.

Non-covered individuals: elected officials, policy-making appointments, bona-fide volunteers, independent contracts and certain trainees.

Exempt employees: executive, administrative and professional employees.

Covered employees: All employees who are not exempt or non-covered and otherwise meet the requirements of the FLSA.

Hourly rate: If more than 40 hours are worked within the described workweek, at least the rate of one and one-half times the employee's regular rate of pay for each hour over 40 will be paid.