

Overtime and Compensatory Time

Overtime or compensatory time will be allowed for employees covered by the Fair Labor Standards Act. Overtime is to be paid 1-1/2 times the regular hourly rate. Compensatory time is computed at 1-1/2 times the hours worked past 40 in a work week. An employee must actually work 40 hours in a work week before the 1-1/2 rate applies.

An employee scheduled to work overtime shall have prior administrative approval. With prior administrative approval, an employee may select an option of time and a half compensation time (rather than time and a half pay). Compensation time must be used within the pay period in which it is earned.

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