

Descriptor Term:  
**COMPENSATORY TIME  
AND OVERTIME**

**GDRHC**

**ISSUE DATE: 11-20-00  
REVISED DATE: 5-16-16**

The workweek shall consist of a minimum of forty (40) hours per week. Office hours for the Central Office will be 8:00 A.M. to 4:30 P.M. with a one-half hour lunch break.

Definition: Overtime represents time actually worked by a non-exempt employee in excess of forty hours during any workweek. The workweek is defined as the time period between 12:00 midnight Sunday through 11:59 P.M. Saturday.

Work in excess of eight hours is not overtime. Only when more than forty hours are actually worked in any one workweek does overtime occur. Daily hours may be varied within a workweek to accomplish necessary workloads and to limit or eliminate the necessity for overtime.

Employees are designated as either exempt or non-exempt from overtime compensation in accordance with the Fair Labor Standards Act. Professional (certificated personnel), supervisory, or management employees are designated as exempt and are not eligible for overtime compensation. Employees designated as non-exempt (non-certificated) are eligible for overtime compensation.

Department heads and supervisors shall schedule their departmental workloads to preclude the need for overtime whenever possible. Overtime can only be worked when approved by the department head or supervisor. Department heads or supervisors may choose to pay the employee overtime pay or grant the employee compensatory time accumulated by the employee. However, compensatory time cannot be used when the total compensatory time reaches a ceiling of 60 hours (40 hours of overtime multiplied by 1.5). Overtime worked above the ceiling necessitates payment at the rate of one and one-half times the hourly rate of the employee.

Compensatory time shall be accumulated at the rate of one and one-half times the overtime hours actually worked. For example, if an hourly employee who works a forty hour work week works eight hours on Saturday, the employee would need to take 12 hours comp time. All comp time will be taken in accordance with the supervisor's approval and discretion, but shall be taken within a six-month period as scheduled or approved by the supervisor.

Compensatory time off at straight time may be granted if the extra time worked and the time taken off occur in the same work week and the hours worked do not exceed forty. For example, if an hourly employee who works forty hours per week works ten hours on Monday, the employee could take two hours off within the same work week as long as the hours worked do not exceed forty.

When overtime is worked, the employee shall complete the appropriate form and turn in to the designated administrator on or prior to the designated date signed by the employee's immediate supervisor.