

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employment Policy
Number: 307
Approved: February 24, 2005, supersedes prior policy
Subject: OVERTIME & COMPENSATORY TIME

1. **OVERTIME**: Overtime shall be compensated according to State and Federal law. All actual work performed by a non-exempt employee in excess of forty (40) hours within the workweek will be compensated at time and one half (1½x) the employee's regular rate of pay. Overtime will not be paid for less than fifteen (15) minutes in any one-day. All employees will be expected to work reasonable amounts of overtime upon request. No overtime will be worked without direct approval from the employee's department head and must be in accordance with the departmental budget.

2. **COMPENSATORY TIME**: Compensatory Time is defined as time off granted to a nonexempt employee as compensation for hours worked in addition to the employee's regularly scheduled work week in lieu of a payment for overtime. Compensatory time is earned at a rate of one and one-half hours for each hour actually worked over forty (40) hours in the established workweek or as established by collective bargaining agreement
 - 2.1 Prior to working overtime any non exempt employee must have the direct approval from their department head, and must have a mutual agreement with the department head that the time will be accrued as compensatory time in the payroll system.
 - 2.1.1 State and Federal law requires the employer to compensate the employee for any compensatory time remaining upon the termination of employment.
 - 2.1.2 The employer can require an employee to utilize any portion of their compensatory time to reduce their accrued amounts of compensatory time (i.e. prior to use of PTO, while on Worker's Compensation or disability leave, FMLA, etc).
 - 2.1.3 Nonexempt employees may accrue compensatory time up to a maximum of eighty (80) hours, unless specified differently in a collective bargaining agreement.

