
COMPENSATORY TIME AND OVERTIME

Overtime compensation for nonexempt employees will be paid in accordance with the Federal Fair Labor Standards Act and Maryland wage and hour laws and is subject to the provisions of this policy. Overtime shall be used after other alternatives have been explored, such as rescheduling of priorities, balancing workloads and offsetting excess hours with reduced hours later in the work week.

Eligibility

Nonexempt employees shall receive one and one-half times regular pay when actual hours worked in one workweek exceed 40. If the week includes paid leave time, for example, holiday, vacation, personal or sick hours, these hours are not counted in determining overtime because they are not actual hours worked.

Employees exempt from overtime provisions of the Fair Labor Standards Act are not paid overtime and do not accrue compensatory time.

Approval

Overtime work will not be permitted unless authorized in advance by the employee's supervisor. An *Overtime Request Form* must be completed by the employee and submitted to the supervisor. Employees should not work any overtime until the supervisor has approved the hours requested. Employees who work unauthorized overtime will be subject to disciplinary action.

It is the responsibility of supervisors to plan and schedule work so it can be performed within the regularly scheduled hours; therefore overtime work will not be permitted except when absolutely necessary. Each supervisor is also responsible for the manner in which overtime is authorized and assigned to employees. In cases where overtime is being assigned, overtime will be allocated as evenly as possible between those employees qualified to do the job.

Approved by BOD 01/24/2002

Approved by Policy Council 01/09/2002