

OVERTIME/COMPENSATORY TIME FOR OVERTIME ELIGIBLE EMPLOYEES

SOURCE: OHIO REVISED CODE 124.18, OHIO ADMINISTRATIVE CODE 123:1- 43, OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 13, DAS DIRECTIVE HR-D-08 & FAIR LABOR STANDARDS ACT

CONTACT: OFFICE OF EMPLOYEE SERVICES

Overtime/Compensatory Time Accrual and Use Policy:

This policy applies to overtime eligible collective bargaining employees.

1. *Premium overtime* is time paid at time-and-one-half the regular rate of pay. *Non-premium overtime* is time paid at the regular rate of pay.
2. Overtime/compensatory accrual must be approved in advance and be used at a time agreed to by employees and their supervisor. Overtime/compensatory time is recorded and used in six-minute increments.
3. Overtime eligible employees:
 - accrue premium overtime/compensatory time when they are required to be in active pay status, excluding sick leave, for more than 40 hours in any calendar week.
 - shall be paid non-premium overtime/compensatory time for all hours in excess of 40 that are offset by sick leave.
 - accrue premium overtime/compensatory time up to a maximum of 240 hours.
 - shall be paid at employees regular rate of pay for compensatory time not used within 365 calendar days.
4. Overtime/comptime may not be earned during meal periods or when not at assigned work locations. Regardless of the time at which an employee arrives for work or leaves from work, no overtime eligible employee shall begin work prior to his or her scheduled work hours or continue to work after his or her scheduled work hours without prior approval of their supervisor.
5. Employees who must report to work at a site that is farther from their home than their normal report-in location and causes them to work more than their scheduled work hours, shall have the additional time computed as part of their work day. (For purposes of this policy, the scheduled work day includes commuting time.)

6. Employees who work overtime without approval (where prior approval is possible) are subject to disciplinary action for failure to follow the approval process.
7. Compensatory time may not be used to extend employees date of resignation or retirement.
8. Upon separation or transfer, unused compensatory time will be paid to the overtime eligible employee. If an employee is promoted or otherwise transferred from an overtime eligible position to an overtime exempt position, any unused compensatory time will be paid to the employee.

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