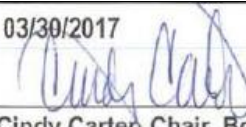


Grant County Personnel Policy

DATE ISSUED: 03/30/2017	EFFECTIVE DATE: 03/30/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

702 – Overtime

702.1 Overtime Accrual

702.1.1 Grant County specifically reserves the right to require any employee to work overtime as business needs dictate. Adequate notice of requirements for overtime assignments will be provided whenever possible.

702.1.2 Any employee required to work overtime must complete the County's *Overtime Request and Authorization* form, available from an employee's supervisor/work area or the Accounting Department.

702.1.3 Occasionally, in order to accomplish a specific task or meet a specific deadline, an employee may deem that overtime work is necessary. Employees shall request approval from their supervisor prior to working such overtime.

(a) Employees are not permitted to work overtime for their own office or department or for another office or department without the prior approval of their supervisor.

702.1.4 Employees who fail or refuse to comply with overtime requirements, or who work overtime on their own initiative and without proper advance approval, may be subject to corrective action up to, and including, termination of employment.

702.1.5 Managers and supervisors are expected to use sound business practices and critical thinking when requiring or approving overtime so that the cost of doing County business is not unduly inflated when other, more efficient and cost-effective means could be used to accomplish the same work.

702.1.6 Consistent, recurring, and/or long-term accumulation of overtime by an employee (other than cyclical peaks based on business necessity) should be closely examined by the manager or supervisor. Serious consideration should be given to the circumstances, to alternate methods of accomplishing the work, and to reviewing the work of the position in order to minimize such recurring overtime.

Grant County Personnel Policy

702.1.7 Overtime is not granted for work done at home unless:

- (a) Specifically required by the supervisor or manager due to business necessity;
- (b) Such work is an essential part of the job, as in the case of on-call or emergency personnel; or
- (c) Specific authorization and exception to policy is made in advance. Exceptions to policy must be justified and documented, and the documentation must be attached to the Overtime Request and Authorization form.

702.2 Exceptions to Overtime Eligibility

702.2.1 Elected Officials are not eligible for overtime compensation.

702.2.2 Several categories of positions are exempt from overtime eligibility.

- (a) The federal Fair Labor Standards Act (FLSA) establishes criteria which the County must follow in determining whether a position is exempt or non-exempt from the FLSA overtime provisions. The Human Resources department is responsible for determining whether a position is exempt or non-exempt, based upon the Act's provisions.
- (b) The Human Resources department should be consulted if there is any doubt concerning the exempt or non-exempt status of any position.