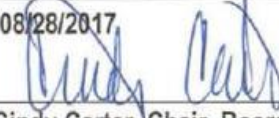


Grant County Personnel Policy

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| DATE ISSUED: 08/28/2017 | EFFECTIVE DATE: 08/30/2017 |
| APPROVED:  Cindy Carter, Chair, Board of County Commissioners | 08-28-17 Date Signed |
| LAST REVISED: 10/12/2016 | CONTACT: Human Resources |

804 – Overtime and Comp Time

- 804.1 Specific information regarding which County employees are eligible to receive overtime pay and/or earn comp time (under the federal Fair Labor Standards Act, or FLSA) and those employees who are not eligible to receive overtime pay and/or comp time (exempt from the FLSA), can be found in Policy No. 700, Hours and Attendance, sections 702 and 703.
- 804.2 Policy No. 700 also sets forth County overtime requirements as well as the process for overtime and/or comp time approval. A brief summary of Overtime and Comp Time, from an accrual and use (leave) standpoint, follows:
- 804.2.1 Overtime Pay is at the rate of one and one-half (1-1/2) times the normal hourly wage for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.
- 804.2.2 Comp Time in Lieu of Overtime Pay: Compensatory time accrual is at the rate of one and one-half (1-1/2) hours for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.
- 804.2.3 Comp Time use shall not be: (1) taken prior to being earned; (2) taken in less than ½ hour increments; and/or (3) transferred to another employee.
- 804.2.4 Comp Time use shall: (1) be documented using the *Leave Request and Authorization* form available from the employee's supervisor/work area or the Accounting Department; and (2) be scheduled at a time that will not restrict the County's ability to meet necessary work requirements.
- 804.2.5 Comp time use requests are subject to approval in advance.