

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: February 27, 2023

POLICY NO. 20.08

SUPERSEDES: November 27, 2021, May 23, 2016; and any/all other existing policies that may conflict with this revision.

SUBJECT: Overtime

I. Payment of overtime

A. Definition:

- a. Sheriff's Office employees (non-exempt deputies and non-exempt correction staff) have been given 207(k) exemption status. The work period for those employees is fourteen (14) days, measured to match a pay period. Overtime for these employees is calculated on all hours worked over 86 in a pay period, and should be recorded to the nearest quarter hour.
- b. All other non-exempt employees: Overtime is defined as hours worked exceeding 40 hours in a workweek, regardless of the number of hours scheduled, and should be recorded to the nearest quarter hour.

B. Workweeks begin on Saturday and end on Friday. See Policy 20.16 for more information on pay weeks and pay periods.

C. Paid time off **in any form** does not apply toward time worked for overtime calculations.

D. Overtime must be approved in advance by the supervisor to whom the employee reports, or another authorized individual. During busy periods, employees may be required to work extended hours.

E. Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond the employee's normal schedule. Unauthorized hours worked may result in disciplinary action, yet will be paid as required by law.

F. Except as detailed below, any non-exempt employee who works overtime will be compensated through pay at one and one-half times his/her base hourly rate for all hours worked over 40 in a pay week, or for qualifying Sheriff's Office employees, over 86 hours in a pay period.

II. Compensatory Time Off (or "comp time")

A. Definition: Comp time provides the employee with one and one-half hours of leave for every hour of overtime worked, *in lieu of* overtime pay.

B. Currently only the Geary County Sheriff's Office, and Departments with budgets set by the state (such as Community Corrections) may use the Comp Time option. All others are required to pay overtime for qualifying hours.

c. Employees identified in II. B. above may choose to be compensated through overtime pay or compensatory time off as defined in this policy. A supervisor or department head may not require an employee to accept compensatory time in lieu of overtime.

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- **Compensatory Time:** Employees may request compensatory, or “comp” time, in lieu of overtime pay. Comp time provides the employee with one and one-half hours of leave for every hour of overtime worked.
 - Use of comp time is subject to approval by the department head or his/her designee.
 - Comp time is subject to an 80-hour maximum accrual.
 - Comp time *must be used before* annual leave when taking time off.
 - Employees may not use comp time to “pad” their hours. Comp time may only be used to bring an employee to his/her normally scheduled hours for the week or pay period.
 - Generally, employees will be allowed to use comp time subject to the same annual leave time off request procedures.