

Distributed on September 13, 2022

20.4 Overtime

A. Overtime Work Defined

1. Overtime work, for employees assigned to an eight (8) hour day/ five (5) days per week, forty (40) hour work week, shall be defined as all work specifically authorized by the Department Head that is performed in excess of forty (40) hours per week. In those cases where an employee has requested and is granted an alternate work schedule, or has been assigned to an alternate work schedule, overtime is defined as all work performed in excess of eighty (80) hours in a two (2) week pay period. When employees who work in a 24-hour facility and who are regularly scheduled to work an eight-hour shift, work more than twelve (12) consecutive hours, the hours over twelve (12) consecutive hours will be compensated at time and one half, **except in cases of Voluntary Shift Swaps.**
2. Employees who are required to work overtime, may, with supervisor approval, choose to flex their schedule within the same pay period, except as provided in Section 4-(e) **(A)3** below, or choose to be compensated by cash or CTO as provided in Section **C(1) 8-A.3,** below.
3. Employees assigned to an Alternate Work Schedule who are required to appear as a witness in court during off-duty hours in connection with regular duties as a County employee shall be required to flex their schedule within the same pay period, if scheduling permits and with supervisor approval. Overtime for court appearances in connection with regular duties as a County employee may be authorized by the Appointing Authority as provided in this Memorandum of Understanding if flexing schedule is not possible due to operational or other scheduling issues. However, if the employee is served with a subpoena requiring a court appearance within three days or less of the date of service, the employee shall receive compensation in accordance with overtime provisions in this MOU for the actual time required to be in attendance in court for County work-related appearances.
4. All employees “covered” under FLSA shall be paid for all time worked beyond the maximum allowable for appropriately assigned work periods at one and one half times their regular rate of pay.