



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy # 119	Approval Date: 08/05/2014
Policy Title Overtime	Effective Date: 08/05/2014
Owner Human Resources and Labor Negotiations Committee	Revision Date(s): 10/20/15; 04/11/2023

I. **PURPOSE**

The purpose of this policy is to clarify payment of overtime pay for non-exempt personnel for the various departments and divisions and to also ensure compliance with the varied Fair Labor Standards requirements associated with County operations.

II. **POLICY**

Payment for all approved overtime hours worked in excess of 40 hours per week will be compensated at 1½ times the employee's regular rate of pay, unless stated otherwise. Overtime pay varies by department and position. Certain positions may provide for a schedule of work that includes hours in excess of eight (8) per day or a schedule that includes work on a weekend day. Those positions will be compensated for overtime worked in excess of the normal schedule for that position, if the total hours worked are considered a full-time schedule. Overtime is paid in increments of 15 minutes. Any overtime worked less than eight (8) minutes will not be considered for compensatory time or overtime pay. No Employee may take less than fifteen (15) minutes compensatory time off at one time.

Specific policies for specific departments are noted in the following paragraphs. If a department is not noted, overtime is paid after 40 hours in a workweek.

III. **GUIDELINES**

A. Clearview Employees

1. There will be no overtime paid for traded days requested by employees unless the time worked would otherwise qualify for overtime, i.e. work on Sunday
2. Employees who are scheduled to work holidays or are called back to work after the end of the work day will be compensated at one and one-half (1½) times the normal rate of pay
3. Overtime calculation for Clearview employees will be based on one of the following two assigned pay classifications. The overtime rule is identified in each position posting.
 - a. 8 hours per day and 80 hour per pay period, which is defined by rule 778.601 under Sections 7 (j) of the Fair Labor Standards Act (FLSA).
 - b. 40 hours per week as defined by the provisions contained in the Fair Labor Standards Act (FLSA).

B. Highway Department

1. Hours worked on weekends and holidays will be compensated at 1½ times the employee's regular rate of pay. Work performed on Christmas Day will be compensated at double time.

2. Hours worked in excess of eight (8) hours (which are paid at the employee's regular rate of pay) will be compensated at 1½ times the employee's regular rate of pay. During the months in which summer hours are in effect those employees who are subject to the summer hours will be compensated at 1½ times the employee's regular rate of pay for hours worked in excess of ten (10).

Exception: Employees who begin work prior to 7:00 a.m. (6:00 a.m. during the summer) will be paid at 1½ times their regular rate of pay for hours worked prior to 7:00 a.m. Employees who begin work after 7:00 a.m. will be paid at 1½ times their regular rate of pay for hours worked in excess of eight (8) in a day (ten (10) hours during the period that summer hours are in effect) their regular rate of pay for hours worked prior to 5:00 a.m.

C. Sheriff's Office

Sheriff's Office Employees Overtime calculation for additional work performed other than on a normal, regular scheduled workday will be based on Section 7(k) of the Fair Labor Standards Act. Employees will receive 1½ times their regular rate of pay for all hours worked in excess of their normal, regular scheduled workday except for the following:

1. Sheriff's Office Sworn Employees: Any Employee who works for more than eight (8) hours in any twenty-four (24) hour period at his/her own request and who is not required to do so by the County will not be entitled to overtime for such work.
2. Officers participating in the One-on-One Squad Program may be called to duty one (1) hour prior to and held over one (1) hour after their scheduled shift at their regular rate of pay. If a One-on-One officer, while working regularly scheduled shift, is given an assignment that would require him/her to work beyond their normal shift, hours will be eligible for overtime pay. This shall not apply to assignments that are anticipated to be less than one hour in duration, for example, escorts, special traffic enforcement, traffic control or prisoner transports.
3. Sheriff's Office Non-sworn Employees: Any Employee who works for more than eight (8) hours in any twenty-four (24) hour period at his/her own request and who is not required to do so by the County will not be entitled to overtime for such work.
4. The Relief Communication Officers and Relief Corrections Officers will not receive overtime compensation unless they average thirty-seven and one-half (37.5) or more hours in a six (6) week period.
5. If an employee is requested to work a second consecutive shift, it will be at 1½ times their regular rate of pay.

IV. PROCEDURE

A. Overtime Pre-Approval

1. Any employee overtime hours must be pre-approved by the employee's supervisor or department head. Non-exempt employees cannot authorize any overtime hours of work for themselves or any other employee.
2. Employees who request to work outside of their normal schedule will have such overtime hours preapproved by their supervisor or department head.
3. When an unusual circumstance occurs which results in an employee performing essential work beyond his/her normal schedule without preapproval, the employee will discuss the matter with his/her Department Head as soon as possible and the Department Head will make the determination of whether overtime payment will be approved after the fact or whether the employee will be required to adjust his/her work schedule within the balance of the current work week to accommodate the additional time worked.

4. Employees requesting overtime hours must complete and submit a request for overtime hours form to their supervisor or department head for pre-approval.
5. Employees who do not comply with pre-approval or the alternate method of approval after-the-fact may face disciplinary action.
6. Individual departments may establish overtime work conditions which may waive the preapproval rule. Such conditions will be posted by the department head for their employees.