

## **3-02/280.00 - Overtime**

Overtime is defined as time worked in excess of 40 hours in a work week or alternate work schedule.

The appropriate rate of payment for all overtime which qualifies for payment at the premium rate shall be found in the current salary ordinance.

In order to earn overtime pay at more than the straight base rate, a qualified employee must work more than forty hours in a work week, unless special pay provisions for overtime at the higher rates are provided in the applicable Memorandum of Understanding.

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates County policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

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