

Scott
Daugherty

DIVISION OF PARKS AND RECREATION

July 29, 1997

STAFF DIRECTIVE 97-12

TO: Division Staff
FROM: Philip K. McKnelly *PKMcKnelly*
SUBJECT: Overtime and Compensatory Time

This Directive replaces Staff Directive 90-8; however, the establishment criteria for earning and taking compensatory time remains the same.

Effective immediately, no overtime is to be worked by any employee without the advance approval of his or her supervisor. Supervisors shall be responsible for establishing procedures with their employees to document the approval of all overtime authorized, as well as how to handle emergency situations which could arise under a variety of circumstances. Managers and supervisors will be accountable for the amount of overtime hours accrued by their respective sections and the manner in which their employees are compensated.

Accumulated compensatory leave earned by exempt employees is to be taken on an hour-for-hour basis and can be carried forward until the last day of February of each year. Supervisors are encouraged to schedule this time off as soon as possible.

Subject employees will earn overtime for hours worked beyond 40 hours within a 168 hour workweek beginning at 12:01 a.m. on Saturday and continuing until 12:00 midnight the following Friday. Any overtime worked must have the advance approval of a supervisor or result from an emergency situation.

Any subject employee who is called back to work before or after their scheduled work hours or on non-work days, shall be compensated by rescheduling their current work week, giving them compensatory time off before the end of the following pay period, or providing them with overtime pay. Employees earn a minimum of two hours of work time, regardless of how long they actually stay on the job, on each occasion in which they are called to return to work after having left their regular work station.

Compensation of overtime worked by subject employees will be awarded based on the following priorities:

1. The first priority is to avoid overtime work when it is possible to do so, and still protect the park resources and provide necessary visitor services based on existing laws and policies.
2. When it is necessary to work overtime hours, supervisors should make every effort to adjust the daily work schedules so that the employee is allowed to take off the extra time on an hour-for-hour basis within the current workweek.
3. If it is not possible to avoid the accumulation of overtime, it should be taken off at the rate of time-and-a-half prior to the end of the following pay period.
4. Subject employees must take overtime leave before any other type of leave.
5. Overtime hours not taken off before the end of the pay period following the pay period in which it was earned will be compensated with overtime pay at the rate of time-and-a-half for each hour worked.
6. If circumstances prevent a subject employee from taking time off as instructed in #3 and #4 above, and payment is unavoidable, District Superintendents will be notified as soon as possible. (Superintendents should note that funds used to pay for any overtime will likely be taken from money allocated to park seasonal or labor budgets. There is currently no overtime budget.)

Exempt employees who are required to work overtime hours will continue to be eligible for compensation at the rate of one hour off for each hour worked in excess of 40 hours per week. There will be no monetary compensation for overtime for exempt employees.

The original policy concerning the above overtime and compensatory time earned provisions was effective July 1, 1990.

This Directive is effective immediately, and shall remain in effect until replaced.

PKM/JBW