

OVERTIME - CONFIDENTIAL EMPLOYEES

Confidential employees are eligible for overtime compensation in accordance with the following policy:

Overtime is defined as any time required to be worked in excess of forty hours in any calendar week or in excess of eight hour per day for those employees on a forty-hour week.

- a. When an employee is required, without advance notice, to return to work after have left his/her regular duty station following the completion of regular workday or workweek, he/she shall be paid for a minimum of two hours without regard to length of time worked.
- b. One-half hour or less of work beyond normal hours on any single occasion shall be disregarded for purposes of compensation.
- c. Except in cases of emergency call-back, as described in subparagraph (a) above, supervisors must obtain permission in advance from their area Vice President before overtime work can be authorized. Such request for authorization must give the name(s) of the employee(s) that are to perform the overtime work, the number of hours to be worked, and a justification for the work. The Supervisor may recommend compensatory time in lieu of monetary compensation.

A confidential employee who is authorized, by prior approval, to work overtime, shall be compensated at the rate of one-and-one-half time his/her regular hour rate for that overtime. Compensatory time off may authorized in lieu of cash compensation for overtime work performed. When granted, it shall be at the rate of one-and-one-half hour of compensatory time for each hour of overtime worked. Compensatory time, when earned, is to be taken within twelve calendar months following the month in which the overtime was worked.