

GRAND FORKS COUNTY
POLICY MANUAL

POLICY NO. 103-11

Eff. 2/21/12

OVERTIME PROCEDURES

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1. **Exempt employee:** Exempt employees will be considered exempt per the FLSA.

2. **Nonexempt employees.** Nonexempt employees will be considered nonexempt pursuant to the Fair Labor Standards Act. Except in the Correctional Center, Juvenile Detention and Sheriff's Department, the standard work week for full time county employees who are paid for a forty (40) hour work week begins at 12:01 a.m. on Sunday morning, or begins at a time described in the description of the work for which the employee is paid, with Department Manager's approval. Employees have the option to receive compensatory time or be paid for overtime at the rate of one and one-half times the regular rate when required to work in excess of forty (40) hours per work week in accordance with standard operating procedures established by the department. If an employee opts for compensatory time, a statement must be on file with the Finance and Tax Department payroll clerk.

3. **Call back** – Nonexempt employees will receive a minimum of three (3) hours pay when asked to return to work or work an unscheduled shift. Only actual hours worked will count towards overtime computation, beginning from the time work is re-initiated or during the time from when an employee leaves their residence and returns to their residence.

4. **Sheriff's Department, Correctional Center and Juvenile Detention overtime policy** - Employees are scheduled to work a minimum of 160 hours per departmental 28-day period. The 28 day period shall be a continual period beginning at 12:00 a.m. on the first day and ending at 12:00 p.m. on the last day. For the purposes of computing hours, all hours worked will be considered to have been worked on the day in which a shift begins. Employees will receive overtime pay at the rate of one and one-half the regular rate of pay when hours worked exceed 171 in a 28 day work period. With Department Manager's approval, employees may opt for compensatory time, in lieu of overtime pay, at the rate of one and one-half hours for each hour of overtime worked. Employees must advise in writing their desire to receive compensatory time. This document will be filed in their pay record located in the Finance and Tax Department. Other provisions:
 - Employees will receive straight time for each hour worked between 160 through 171.

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- **Nonexempt Correctional Center, Sheriff's Department, and Juvenile Detention employees utilizing either personal days or vacation hours within a 28 day period will be paid at straight time when the hours exceed 160 in the pay period. Personal days and vacation hours will be not count towards overtime computation. Sick time does not count towards hours worked threshold (160 hours) nor overtime computation threshold (171 hours).**
- **Call back – Nonexempt employees will receive a minimum of three (3) hours pay when asked to return to work or work an unscheduled shift. Only actual hours worked will count towards overtime computation, beginning from the time work is re-initiated or during the time from when an employee leaves their residence and returns to their residence.**
- **Nonexempt Correctional Center and Sheriff's employees will receive double time (up to eight (8) hours) when working on a holiday. Only actual hours worked are to be computed in the determination of overtime in excess of 171 hours. If any employee is unable to work due to illness, the employee will not be eligible for holiday pay and will not charged for a sick or vacation day.**

5. The Department Manager shall provide information on overtime paid and provide the names, hours, and pay amount once a month to the County Commission, through the Director of Finance and Tax. Whenever possible, anticipated overtime that would exceed budget allocations for overtime must be brought to the County Commission for prior approval.

6. Compensatory time hours shall be reported to the Finance and Tax payroll clerk once each month.