

MEMORANDUM

REVISION 41 SERIES C

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: September 18, 2009
SUBJECT: Revision to Career Service Rules

The Career Service Board has approved the revision of Career Service Rule 9-100 Payment for Overtime. The effective date of this revision is September 18, 2009.

This rule revision provides that compensatory time balances existing on March 31st are to be paid out in the following April of that year. This is a change to the previous version of this rule which had a September 30th cut-off date.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	9-17	April 1, 2006
Replace	9-17	September 18, 2009

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

- D. Based on community practice, overtime shall be paid only under the circumstances outlined below to incumbents in the FLSA overtime exempt, first level supervisory classes approved by the Board:
1. Scheduled overtime occurring in a holiday week;
 2. Overtime related to after-hour emergency response duties;
 3. Publicly scheduled events requiring infrastructure support; and
 4. Snow removal activities.

Section 9-100 Payment for Overtime

- A. Employees in salaried positions: Employees in positions in which annual salaries are established who are eligible to receive overtime pay and who work overtime shall receive overtime compensation as follows:

1. Non-exempt employees: The overtime rate shall be at the rate of one and one-half (1 ½) times the regular rate of pay applicable to that position.
 - a. The regular rate of pay shall be computed as follows:
 - (i) Determine the weekly rate of pay in accordance with the FLSA by dividing the annual salary by 52; then
 - (ii) Total the weekly rate of pay plus all payments for differentials, standby, and any other compensation required by FLSA to be included in the regular rate of pay for the work week, and divide by the number of hours the employee is regularly scheduled to work during a non-holiday week.
 - b. Compensatory time:
 - (i) Overtime compensation may be paid either in cash or in compensatory time off, at the discretion of the appointing authority. The appointing authority shall inform employees of the department or agency's overtime compensation policy. Compensatory time off shall be accrued at the rate of one and one-half (1-1/2) times the overtime hours worked. An employee who has accumulated eighty (80) hours of compensatory time and is required to work overtime shall be paid at the employee's regular rate for such overtime in cash. All accrued compensatory time shall be used by March 31st or paid out in cash by the final pay period of April of that year (Revised effective September 18, 2009; Rules Revision Memo 41C).