

## **CLASSIFIED STAFF OVERTIME CHARTS**

- Chart 1 - Full-time** employees, when employee has actually worked in excess of his FLSA-defined work period (for most employees, 40 hours in a regularly scheduled workweek). Charts 5 & 6 contain allowable overtime compensation for work during emergency closures and on holidays.
- Chart 2 - Full-time** employees, when employee has not actually worked in excess of his FLSA-defined work period due to leave taken, a holiday observed, or a non-emergency office closure. Charts 5 & 6 contain allowable overtime compensation for work during emergency closures and on holidays.
- Chart 3 - Part-time** employees
- Chart 4 - Intermittent** employees
- Chart 5 - Special provisions** for emergency situations and closures
- Chart 6 - Work on a holiday** (regular or designated)

**CHART 1: FULL-TIME employees**, when employee has actually worked in excess of 40 hours in a regularly scheduled 7-day workweek. NOTE: Additional options may apply for overtime worked during emergency closures or on holidays. These options are contained in Charts 5 & 6.

FLSA Exempt or Non-Exempt?	Options for Compensation:
Non-Exempt	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at the time and one-half rate
Exempt	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour (3) No overtime compensation

**CHART 2: FULL TIME EMPLOYEES**, when the employee has NOT actually worked in excess of 40 hours due to leave taken or a holiday observed, or non-emergency office closure. NOTE: Additional options may apply for overtime worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

Did the work occur on a holiday or during an office closure?		Options for Compensation:
Yes	Non-Exempt	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour (3) Cash payment at time and one-half rate (4) Compensatory leave earned at time and one-half rate
Yes	Exempt	(1) Cash payment at regular hourly rate (2) Compensatory Leave earned hour for hour (3) No overtime compensation
No	Non-Exempt	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour
No	Exempt	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour (3) No overtime compensation

**CHART 3: PART-TIME employees** - NOTE: Additional options may apply for overtime which is worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

Exempt / Non-exempt	Hours Worked / Week	Compensation Options
Exempt AND Non-Exempt	Exceeds regular schedule, but does not exceed 40 hours	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour
Non-Exempt	Exceeds 40 hours	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at time and one-half rate
Exempt	Exceeds 40 hours	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour (3) No overtime compensation

**CHART 4: INTERMITTENT employees**

Exempt / Non-exempt	Hours Worked / Week	Compensation Options
Exempt AND Non-Exempt	Up to and including 40 hours in a week	(1) Cash payment at regular hourly rate
Non-Exempt	Exceeds 40 hours	(2) Cash payment at time and one-half rate
Exempt	Exceeds 40 hours	(3) Cash payment at regular hourly rate

## CHART 5: SPECIAL OVERTIME PAY PROVISIONS

While performing overtime during official closures due to weather conditions or natural disasters, a security risk to the public safety, or similar occurrences of an extraordinary nature, the following options shall be used for those employees required to be on emergency duty during such closures:

Exempt / Non-Exempt	Did employee actually work in excess of 40 hours?	Options for Compensation
Non-Exempt	Yes, employee worked more than 40 hrs	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at the time and one-half rate
Non-Exempt	No, employee worked less than 40 hours	(1) Cash payment at the time and one-half rate (2) Compensatory leave earned at the time and one-half rate (3) Cash payment at regular hourly rate (4) Compensatory leave earned hour-for- hour
Exempt	Yes OR No	(1) Cash payment at the time and one-half rate (2) Compensatory leave earned at the time and one-half rate (3) Cash payment at regular hourly rate (4) Compensatory leave earned hour-for-hour (5) No overtime compensation

**CHART 6: WORK ON A HOLIDAY (actual or designated)**

Exempt / Non-Exempt	Did the employee actually work in excess of 40 hours?	Options for Compensation
Non-Exempt	Yes, employee worked in excess of 40 hours	<ul style="list-style-type: none"> <li>(1) Cash payment at time and one-half rate</li> <li>(2) Compensatory leave earned at the time and one-half rate</li> </ul>
Non-Exempt	No, employee worked less than 40 hours	<ul style="list-style-type: none"> <li>(1) Cash payment at regular hourly rate</li> <li>(2) Compensatory leave earned hour-for-hour</li> <li>(3) Cash payment and time and one-half rate</li> <li>(4) Compensatory leave earned at the time and one-half rate</li> </ul>
Exempt	Yes OR No	<ul style="list-style-type: none"> <li>(1) Cash payment at regular hourly rate</li> <li>(2) Compensatory leave earned hour-for-hour</li> <li>(3) No overtime compensation</li> </ul>