

OVERTIME COMPENSATION

Purpose

Rockdale County pays its employees according to guidance of the FLSA. This policy is provided to give clarification to supervisor approval of and the handling of overtime compensation.

Procedure

Overtime compensation shall be subject to conditions described in the Fair Labor Standards Act for all classes of employees. All non-exempt employees are eligible to receive overtime compensation for all hours worked over forty (40) during a normal workweek. Overtime will be compensated at a rate of one and one half (1 1/2) hours for each hour of overtime worked. In lieu of overtime pay, an employee may receive compensatory time off at one and one half hours for each hour of overtime worked. This request may be granted by the employee's supervisor only when practical to release personnel without impairing the work program and shall be scheduled to be taken within a 30-day period from the time it was worked.

If it is anticipated that an employee will potentially work overtime during a workweek, the employee can be allowed to take equal hours off during the same workweek so that the overtime will not be incurred.

All overtime must be approved in advance by the employee's supervisor. Department Heads and Elected Officials must assure budgetary consideration when approving overtime. The Chairperson of the Board of Commissioners shall have final authority on matters pertaining to this section.

Policy Changes

The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this 14 day of March, 2006.

Board of Commissioners
Rockdale County, Georgia

By: Roy J. Middlebrooks
Roy J. Middlebrooks, Chairman

Attest:

By: Jennifer Rutledge
Jennifer Rutledge, County Clerk