

County of Gloucester  
Human Resources Manual

<b>CHAPTER:</b> <b>SECTION:</b>	<b>4 – COMPENSATION</b> <b>4 – OVERTIME AND COMPENSATORY TIME</b>	<b>ADOPTED: 3/7/06</b> <b>REVISED: 5/22/24</b>
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Depending upon work needs, non-exempt employees may be scheduled to work overtime. Non-exempt employees working overtime will be paid in accordance with the appropriate negotiated agreements and the FLSA. Overtime may be paid in cash or compensatory time provided that all FLSA standards are met. Non-exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the respective Department Head or designee. Non-exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-union management employees of the County are not eligible for overtime pay. Such employees may receive compensatory time for hours worked beyond the normal expectations of the job function and not the normal work day. Such time, when required shall be documented and will be taken with approval from the Department Head.

Department Heads are not eligible for overtime pay and may be awarded compensatory time. However, recognizing the excessive time demands of such a position, a reasonable amount of compensatory time may be granted to the Department Head with the approval of County Administration.

Employees shall be permitted to use compensatory time within a reasonable time after making the request provided such use does not unduly disrupt the operations of the agency. Every effort should be made by the employee to use earned compensatory time within the pay period that it was earned and no later than 60 days of accrual. Compensatory time shall not carryover into the next calendar year unless extreme circumstances warrant such action. Prior written approval to carry over compensatory time must be obtained in advance from the Human Resources.

**Department Head:**

Ensures that permanent records for compensatory time are established and maintained for each non-union management employee and sent to the County Treasurer's Office upon accrual.

Provides written approval for the accrual of compensatory time.

Makes certain that the usage of compensatory time is entered in the weekly payroll.

Seeks the approval of compensatory time carryover into the next calendar year from the Commissioner Liaison with notification to the County Administrator and Human Resources.