

**Section 212.294 Overtime
EMERGENCY**

- a) Overtime: For those positions that are not considered Executive, Administrative or Professional as defined under the provisions of Title 29 Chapter V Part 541 of the Code of Federal Regulations and for those Executive, Administrative or Professional positions (as defined above) for which compensatory time is authorized by the Executive Director, authorized work in excess of the scheduled work week as established by subsection (2) of this Section shall be overtime. Overtime may be compensated in cash or compensatory time.
 - 1) Each Director shall determine the need for and establish an overtime schedule which recognizes the unique mission and workload of the organizational unit. The Executive Director may require employees to work overtime or at times other than their regular work schedule to meet workloads or service requirements of the Office.
 - 2) The definition of a scheduled work week is as follows:
 - A) The Springfield office's regularly schedule work hours shall be thirty-seven and one-half hours, Monday through Friday, 8:00 A.M to 4:30 P.M.
 - B) The Chicago office's regularly scheduled work hours shall be thirty-seven and one-half hours, Monday through Friday, 8:30 A.M. to 5:00 P.M.
 - C) Scheduled work hours for employees on an approved flex-time work schedule as approved by the Executive Director, shall be reflected as designated by the Executive Director.
- b) Compensatory Time: An employee's overtime accumulations shall be liquidated by the utilization of compensatory time off, when such utilization is practical. Such compensation shall be made at a straight-time rate for work in excess of the scheduled work week but less than a forty hour work week. For those positions that are not considered Executive, Administrative or Professional as defined under the provisions of Title 29 Chapter V Part 541 of the Code of Federal Regulations, work in excess of a forty hour week shall be compensated at time and one-half For those employees in Professional positions (as defined above) for which compensatory time is authorized by the Executive Director work in excess of a forty hour week shall be compensated on an hour for hour basis.
- c) Compensatory Time Schedule: Compensatory time must be pre-approved by the Director of the employee's organizational unit, the Executive Director or the Assistant Executive Director.

- d) **Overtime Compensation Liquidation:** Whenever it is not practical to liquidate an employee's overtime with compensatory time off, or whenever the employee's accrued compensatory time exceeds 240 hours, the employee shall be reimbursed on normal payroll, subject to withholding, at the employee's current rate of pay. Such payment shall be made at a straight-time rate for work in excess of the scheduled work week but less than a forty hour work week. For those positions that are not considered Executive, Administrative or Professional as defined under the provisions of Title 29 Chapter V Part 541 of the Code of Federal Regulations, work in excess of a forty hour work week shall be paid at time and one-half. For those employees in Professional positions (as defined above) for which compensatory time is authorized by the Executive Director work in excess of a forty hour week shall be compensated on an hour for hour basis.
- e) **Overtime - Accumulation:** All employee overtime compensation shall be liquidated by the end of the fiscal year unless prior approval is obtained by the Executive Director to extend such time period.
- f) All overtime time records shall be approved by the Director and kept in the Office of Administrative Services and entered on the monthly Time and Attendance System.