

**DIVISION OF OPERATIONS POLICY
FOR
OVERTIME**

Revised April 6th, 2018

Eligibility

Employees are eligible for overtime if their position descriptions have been coded as “N” or “Non-exempt” in the FLSA section on their position descriptions and in the SHARP system.

Time that counts as time worked is defined in SOM 2.2.3, “Overtime and Other Compensation.”

Approval and Reporting

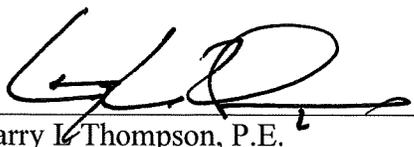
Supervisors are responsible for determining that overtime is essential prior to the overtime being worked. Depending on the type of work, this may mean each instance of overtime or may involve an understanding between the supervisor and employee for situations such as emergency work. A supervisor’s signature on the employee’s timesheet will be documentation for the approval of the overtime hours for those that do not self-report their time.

All Non-Exempt Employees who are eligible for overtime, and can self-authorize additional work hours, *shall* be required to submit an Overage Documentation form (DOT Form 243) for Overage Authorization. This document is completed as part of the time sheet process in both Crew Card and TimeRS. Such documentation is attached to the employee’s timesheet and filed in the Document Management System for the appropriate pay period. Non-Exempt Maintenance and Construction Supervisors, EA’s, and ET’s are the employee classifications that are typically required to complete the Overage Documentation form. The documentation must include justification for why the additional hours were necessary.

Compensation

In the Division of Operations, the employees will receive pay for overtime on the employee’s pay check for the payroll period in which the overtime was worked. Effective January 15, 2015 provisions of SOM 2.2.3 apply to compensatory time for overtime worked in the Bureau of Construction & Materials, Bureau of Research and Bureau of Maintenance.

Effective October 1, 2015 compensatory time for overtime worked by non-exempt employees within Operations on Crew Card and TimeRS will apply as defined in “Division of Operations Compensatory Time Policy for Operations”.



Larry I. Thompson, P.E.
Director of Operations

4/6/18

Date