



LARAMIE COUNTY GOVERNMENT

TITLE Overtime	APPROVAL DATE 5/5/1988
SECTION Compensation	REVISION DATE 12/20/16

The overtime policy of Laramie County shall be in accordance with the provisions of the Federal Fair Labor Standards Act of 1938, as amended 29 U.S.C. 201 et seq., also known as the Act.

Non-Exempt – Non-exempt employees are eligible for overtime payments, based on the employee's regular rate of pay, at time and one half for time worked in excess of forty hours in one week. (Sheriff's Policy may differ) Non-exempt classifications are eligible to earn compensatory time for hours worked over forty hours in one week.

Exempt- Exempt employees are exempt from overtime payments for time worked over forty hours in one week. Laramie County Exempt Classifications are not eligible to earn compensatory time for hours worked over forty hours in one week.

Management Responsibility

- Authorization of overtime work and approval of premium payments which do not exceed funding.
- Enforcement of overtime policies to insure that overtime work is not performed if such work has not been officially authorized.
- Daily and weekly documentation for each non-exempt employee of the actual hours worked and verification, by employee and supervisor signature, the hours are correct.
- Management of overtime worked so it is not excessive, or the opportunity for available overtime disproportionately distributed.

Overtime Calculations

Overtime hours are calculated on the basis of hours worked. Vacation, sick, holiday, compensatory, and other leave time shall not be included as hours worked for overtime calculation. Overtime earned in a particular workweek should be paid on the regular payday for the period in which such work was performed.

Compensatory Time

Compensatory Time off is paid time off in lieu of wages, which may be taken with pay for overtime worked by a non-exempt employee, figured at time and one half for each hour worked in excess of forty hours in one work week. Non-exempt employees may request compensatory time off in lieu of compensation, calculated at one and one-half the regular hourly rate. A non-exempt employee may not carry over more than forty (40) hours of compensatory time at the end of a calendar year. Management may require compensation be paid for specific overtime worked, but may not require compensatory time be given in lieu of salary for overtime worked. **Any compensatory hours over 40, at the end of the calendar year shall be paid to the employee in a January paycheck.**

Workweek



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Each workweek will begin at 12:01 am Sunday, continue for seven (7) consecutive days (168) hours and end at 12 midnight on Saturday.

Sworn Sheriff Deputies work week for calculating overtime will be determined based upon the hours worked over 86 hours in the two weeks in a given pay period.