

Resolution 16-1

WHEREAS, on November 13, 2007, the Sangamon County Board revised the Sangamon County Employee Policy Manual to assure the employment benefits enjoyed by Sangamon County employees are as nearly equal as possible from department to department to provide for a sense of fairness and equitable treatment among all employees in order to produce a more positive work atmosphere, improve employee morale, and generate greater employee productivity; and

WHEREAS, by its action the Sangamon County Board moved to equalize and standardize employment benefits, and to recognize the importance of the work and life issues addressed by those policies; and

WHEREAS, language regarding overtime accrual and payment was included in the revisions to the Sangamon County Employee Policy; and

WHEREAS, clarification regarding the applicability of overtime to employees whose regular work day is more than 7.5 hours was mistakenly omitted from the revisions; and

WHEREAS, the Sangamon County Employee Policy Manual needs to be amended to include the clarification regarding the applicability of overtime to employees whose regular work day is more than 7.5 hours prior to the changes becoming effective on January 1, 2008;

NOW THEREFORE, be it ordained by the Sangamon County Board, at its regular meeting of November 13, 2007, that first paragraph and third paragraphs of the Overtime and Compensatory Time-Off Section of the Sangamon County Employee Policy Manual be amended to read as follows:

It is the policy of the County that employees not be allowed to work overtime, unless the employee receives prior approval from his/her supervisor, department head, or elected official. Non-exempt employees, not covered by a collective bargaining agreement, who have been approved by their supervisor, department head or elected official **to work in excess of their regularly scheduled work day, or to work in excess of 37.5 hours in a work week, shall either be paid overtime compensation or allowed to accrue compensatory time at the rate of 1.5 hours per every hour actually worked in excess of their regularly scheduled work day, or in excess of 37.5 hours in a work week.** Payment of earned overtime will be paid no later than the next pay period in which overtime was worked. Positions determined to be Exempt in accordance with applicable Federal and/or State wage and hour laws are not permitted to accrue compensatory time or be paid overtime for hours in accordance with this policy.


**FILED**  
DEC 07 2007

*Joe Diello*  
Sangamon County Clerk

However, nonexempt employees who wish to substitute compensatory time-off in lieu of overtime payment may do so according to the requirements of the Fair Labor Standards Act (FLSA) and the following guidelines:

- (1) At the nonexempt employee's request compensatory time-off may be accrued for each hour actually worked in excess **of their regularly scheduled work day, or in excess of 37.5 hours in a work week**, at the rate of time and one-half for each overtime hour actually worked.

Respectfully Submitted

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_