3D. **Additional Pay**

Overtime (Time-and-a-Half)

Department Heads and supervisors shall assign each employee regular work duties and responsibilities which can normally be accomplished within the established workday and workweek.

Morrow County pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. *See* "Employee Classification," above.

When employees are required to work overtime, Department Heads shall authorize compensatory time off or overtime pay which shall be one and one-half times the employee's regular hourly rate of pay. The determination to grant cash compensation or compensatory time off shall be determined according to budgetary considerations. If the department possesses no budget for overtime, or if the overtime budget has been expended, compensatory time will be granted.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay unless otherwise specified by a collective bargaining agreement.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by Morrow County on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his/her straight-time hours will normally be expected to continue to perform the job on an overtime basis.

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or manager except in an emergency situation. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

On-Call Pay

On-call shall be defined as periods of time outside the normal work schedule during which qualified employees, approved by the BOC, are required to remain available to respond to emergency situations. All Department Heads are required to submit a payroll change form when a new position is approved to take on-call. An on-call employee's movements are restricted as follows:

1. An employee must be able to respond to an emergency call out location within the County in not more than 1 ½ hours.
2. The employee must be able to respond by telephone within five minutes of call or page.
3. The employee may not consume any substance (including alcohol) that has known mind or function altering effects.

Periods of on-call shall normally be in blocks of 60 hours for week days (15 hours per day for the time from 5:00 p.m. until 8:00 a.m., Monday through Thursday) or 63 hours for weekends (5:00 p.m. Friday to 8:00 a.m. Monday). The department Supervisor shall be responsible for creating and posting a schedule indicating the times that qualified employees are assigned to on-call duty. Trading of scheduled on-call duty shall only be permitted, amongst those approved to take call, with the advance approval of the supervisor.

Employees who are subject to being on-call shall be compensated at the rate of $2.00 per hour for every hour of time they are scheduled to be on-call.

In addition to the on-call compensation, union employees required to physically report to a work location during a period of on-call shall receive overtime compensation pursuant to the call-out provisions of the union contract.

Exempt employees shall not receive additional pay for time called out.

Compensatory (Comp) Time

Overtime hours can be paid or, at the employee's option with Morrow County approval, accumulated at one and one-half times up to a maximum of 40 hours and taken as comp time off. Employees are encouraged to work with their Manager/Supervisor to schedule and use comp time within a reasonable amount of time from when it is accrued. The Supervisor may not be able to grant a time off request to use compensatory time if an employee's absence would unduly disrupt the operations of the department.

Administrative Leave

In lieu of compensation for overtime worked, each exempt employee shall be credited with 40 hours of administrative leave per year. Such leave must be used in the fiscal year of which it was credited or be forfeited. No payment of administrative leave shall be made at termination. For new hires, the admin leave shall be prorated based on the proportion of the fiscal year remaining at the time of hire.

Longevity Pay

The County has a plan for employees not covered by other collective bargaining or personal services contracts to reward longevity of employment with pay increases in accordance with the compensation plan and salary schedule adopted by the BOC. See the pay scale to determine the number of steps that employees are compensated for longevity.

An employee retains longevity when reclassifying. Longevity is forfeited upon termination of employment for any reason.