

St. Clair County strictly adheres to all rules and regulations pertaining to overtime and compensatory time as required by the Fair Labor Standards Act as amended. Overtime represents a direct expenditure of budgeted funds and must be managed and controlled by the elected officials and designated supervisors of each department. Section 506 in the St. Clair County Employee handbook sets the procedures for overtime work. In addition to these procedures, the following policy relating to overtime work will be added as an exception to County Commission minutes of July 13, 2004.

ST. CLAIR COUNTY
POLICY # 37

During an emergency situation or any other situation which relates to the health or safety of St. Clair County citizens, if work is necessary beyond the established work-day, or if an employee is called in to work on a non-scheduled work-day, the Appointing Authority or designated supervisor may declare time worked to be overtime. Under this situation regular overtime rules do not apply and the employee may receive paid overtime or receive compensatory time for hours worked. All other overtime will be paid in accordance with Section 506 of the St. Clair County Employee Handbook.

The special overtime must be documented on the employee's timecard by date, reason for work and noting of this policy number. Pay or compensatory time must be requested, and the timecard must be signed by the Appointing Authority or designated supervisor.

If funds are not budgeted for overtime in this department, the elected official or department head must receive approval from the St. Clair County Commission before overtime is paid.

Dated this the 8th day of February, 2005