

normal business hours. This includes time spent working at home on a computer, cell phone, checking emails, or taking/responding to telephone calls. All work from home or work otherwise performed outside of normal business hours needs to be approved by your manager/supervisor. If an emergency situation requires work from home and you cannot contact your manager/supervisor prior to the work, the employee should go ahead and complete the work and accurately track all time spent, notifying the supervisor/manager as quickly as possible thereafter.

It is expected that complete and accurate time sheets will be turned in at least every Monday to your supervisor (Some supervisors may require that your time sheet be turned in earlier). If an employee has working time outside of normal business hours, the time sheet reflecting such time should be turned in no later than the next working day. Failure to do so may result in delay receiving your paycheck. Additionally, employees should carefully review each paycheck to ensure that wages and overtime, if applicable, have been properly paid.

Overtime And Compensatory Time

Irwin County complies with the **Fair Labor Standards Act (FLSA)**.

- Non-exempt employees may earn overtime or compensatory time as authorized
- Compensatory time is subject to maximum accrual limits
- Overtime must be approved in advance

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work in excess of their normal schedule. It is the County's intention to minimize such occurrences and ensure that overtime work (work over 40 hours in a week generally) is scheduled and paid in accordance with the policy and applicable State and Federal laws. When possible, advance notification of these mandatory assignments will be provided. *All overtime work must receive the Department Head's prior authorization.*

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization will result in disciplinary action, up to and including possible termination of employment.

The County is subject to all regulations of the Fair Labor Standards Act (FLSA). Compensatory time may be given in lieu of overtime pay for hours worked in excess of the normal work period. Compensatory time is accumulated at a rate of 1.5 hours per hour of overtime. The employees and Supervisor should agree on the form of overtime compensation before actual overtime work is performed. Accrued compensatory time