

E. Overtime and Compensatory Time

It is the intention of this policy to comply with the regulations set forth in the Fair Labor Standards Act. Overtime shall not be paid until an employee exceeds forty (40) hours of work in a given week. For each hour worked in excess of forty (40) in a given week, an employee shall be paid at the rate of one and one-half (1 ½) times the regular rate of pay in the following manner: the yearly salary will be divided by 2,080 hours, then multiplied by 1 ½ to compute the overtime rate. Compensatory time must be taken within twelve calendar months after its accrual.

Compensatory time can be given in lieu of overtime pay as long as there is a written agreement to this effect between the employee and the elected official on file in the county clerk's office and in the office of the elected official involved prior to the time the overtime work is performed and/or the time the compensatory time is requested and employee's time sheet must show overtime worked and compensatory time taken. **(Wage and Benefit Review Board 4/2/08).**

SATURDAY COMPENSATORY TIME

Because of the inconsistency of courthouse offices that require county personnel to work on Saturday, it is the consensus of the Wage and Benefit Review Board that courthouse employees who work Saturdays will be compensated hour for hour for their Saturday work. However, no more than two half days can be accumulated at a time and accumulated time must be taken within thirty days. Compensatory time agreements will need to be signed by all employees that work on Saturdays. **(Last Paragraph adopted by the Wage and Benefit Review Board on 11/28/07).**

F. Employee Time Sheet

Employees' time sheets must be approved by the department head and a copy, with attached leave forms, turned in to the county clerk's office at the end of each month. The time sheet must be signed by both the employee and the department head, as instituted by the Roane County Commission August 23, 2005.

Time sheets (Page 56) for each employee shall be maintained in the employee's personnel file in the county clerk's office. The time sheet shall include holidays taken, vacation leave taken, sick leave taken, personal holidays taken, bereavement leave taken, military leave taken, jury duty leave taken and any compensatory time earned and taken.

IV. LEAVE AND HOLIDAYS

A. Vacations

The vacation period is based on the fiscal year which runs from July 1 through June 30. As used in this policy, "month end" means full calendar periods and "year end" means full fiscal year periods. Also, the term "service" refers to regular employment and excludes part-time and temporary workers.

Employees may not choose to forego their vacation and elect to receive additional pay instead of the time off. Vacation days may be applied to maternity leave as hereinafter set forth.

(Revised 10/12/2010)