

CORPORATE POLICY

SUBJECT: Compensation

CATEGORY: Human Resources

ORIGINAL DATE: November 10, 1992

REVIEWED DATE: November 5, 2024

REVISION DATE: January 22, 2025

I. **POLICY:**

The purpose of this policy is to define the hours of work for which Lake County Health Department and Community Health Center (LCHD/CHC) employees are paid at their regular hourly rate of pay and compensated at a premium rate for hours worked more than the normal workweek. To provide a basis for the computation of straight time, overtime, compensatory time and other premium wages.

II. **SCOPE:**

All Lake County Health Department and Community Health Center employees.

III. **PROCEDURE:**

A. Straight Time

1. LCHD/CHC employees will be compensated as follows:
 - a. Non-exempt (hourly) employees will be compensated according to their job classification at the approved rate of pay for all hours worked up to forty (40) in a workweek.
 - b. Exempt classifications will be paid on a salaried basis consistent with the Fair Labor Standards Act (FLSA). Exempt employees are those in classifications exempt from the FLSA such as executive, administrative and professional employees. Human Resources (HR) will determine exempt status consistent with the provisions of the FLSA.

B. Overtime

1. In compliance with FLSA requirements, overtime applies on a fixed and regularly recurring workweek basis. For calculating overtime, a fixed and regularly recurring period will be used for hourly employees. A fixed workweek may be defined as a forty-hour workweek, consisting of 168 hours, seven consecutive 24-hour periods or as defined in applicable union collective bargaining agreements.. The established fixed and regularly recurring period is Wednesday through Tuesday.

C. Requirements for Overtime Payment/Compensatory Time

1. All overtime hours must be authorized by the Supervisor in advance of being worked.
2. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular workday following the date on which the overtime was worked. If unauthorized time is worked by an employee, that employee will be paid for that time (including overtime), however such action is subject to disciplinary action.
3. Directors or their designee will make every effort to assign overtime hours as equitably and evenly as possible.

CORPORATE POLICY

4. Leave time (i.e., vacation, sick, holiday, etc.) does not qualify as time worked. Therefore, such hours will not be included or considered to determine overtime eligibility.
- D. Converting Overtime to Compensatory Time
1. Unless defined otherwise in applicable union collective bargaining agreement, hourly employees who work three (3) or more additional hours in a day (over their normal work hours) and over 37.5 or 40 hours for the week will have the option of converting overtime hours into compensatory time. A maximum of 240 hours can be converted to compensatory time in a calendar year. Supervisors shall permit employees to use compensatory time on the date requested, unless doing so would disrupt the program's operations.
 2. All accrued compensatory time must be paid out or granted in time off by November 30th of each year or at separation of employment.
 3. The Director of HR will, from time to time, investigate claims for overtime payment or compensatory time to ascertain the need for it. He/she may also investigate employee complaints concerning inequitable assignments of overtime.
 4. Directors or designees are responsible for the management of overtime in their programs and the documentation supporting the need for such overtime payments and compensatory time.
- E. On-Call
1. When a non-exempt employee is off duty, but may be called for the performance of work, he/she is on-call. An employee on call who is summoned to perform official duties will be credited for actual hours worked. If the employee is summoned to perform any official duties during his/her on-call week, he/she will be credited a minimum of one-half hour or as defined in applicable union collective bargaining agreement. An individual will be paid \$75 for being on-call for one week. This payment is in addition to any pay for hours worked as described above.
- F. No Pyramiding
1. Compensation shall not be paid more than once for the same hours under any provision of this policy.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____