

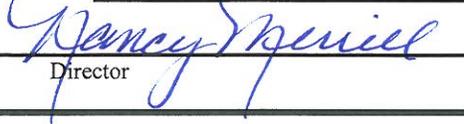
Retype	New	Revision
x	<input type="checkbox"/>	<input type="checkbox"/>

---

**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE:** WORK HOURS AND OVERTIME

**APPROVALS:**

  
Director

**HUMAN RESOURCES**  
Policy Owner

---

**1.0 FLSA DEFINITIONS:** The Fair Labor Standards Act categorizes employees regarding the treatment of overtime as Covered, Non-Covered or Executive.

- 1.1 FLSA Covered Employees** earn time and one-half (1 1/2) for overtime worked.
1. Compensatory time earned by covered employees during any half of a fiscal year (approximately July to December or Jan to June) and not taken off during the succeeding half of a fiscal year will be paid in cash.
  2. Any accrued compensatory time for covered employees will be paid in cash at the time of transfer to another state agency or upon separation from state service. (I.C. 67-5328(3)(d).
- 1.2 FLSA Non-Covered Employees** earn compensatory time on an hour-for-hour basis or straight time. Non-covered employees are not eligible for cash compensation at any time unless the State Board of Examiners authorizes payments for overtime accumulated during unusual or emergency situations (I.C. 67-5328(3)(c).
- 1.3 FLSA Designated Executive Employees** are not eligible to earn compensatory time or receive cash compensation for overtime worked. (I.C. 67-5328)(3)(b). Exempt positions in the Department include: director, administrator, region manager, and bureau chief.

**2.0 WORKWEEK:** The established work week starts on Sunday and ends on Saturday.

**3.0 OVERTIME WORKED** is time actually worked in excess of forty (40) hours in a workweek.

**3.1** The calculation of hours to determine overtime does not include annual leave, sick leave, or any other type of accrued leave.

Example 1:

<i>Days Worked:</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>Total</i>
<i>Hours Worked:</i>	8	10	10	8	8	44

*The employee in this example would have earned four (4) hours of overtime since the total number of hours worked for the week exceeds forty (40).*

Example 2:

<i>Days Worked:</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>Total</i>
<i>Hours Worked:</i>	8	10	10	8	4	40

*The employee in this example would not earn overtime since the total number of hours worked for the week does not exceed forty (40).*

3.2 Overtime hours are calculated by each individual week, not by individual days over eight (8) hours, or over a two-week period.

4.0 **EARNED ADMINISTRATIVE LEAVE (EAL)** is the term applied to compensable hours (not all work hours) coded in excess of forty (40) hours in any one workweek. It is earned when the total hours for a work week exceed forty (40) hours, but total hours actually worked do not exceed forty (40) hours. It is not termed overtime because even though the total hours for the workweek exceed forty (40), the total hours actually worked do not. Any EAL hours worked must be preapproved and will be paid when earned.

Example :

<i>Days Worked:</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>Total</i>
<i>Hours Worked:</i>	0	8	9	9	8	34
<i>Holiday Hours Paid:</i>	8	0	0	0	0	8
<i>Total Hours Paid for the week</i>						42

<i>Total Hours Worked</i>	34
<i>Total Overtime Hours Worked</i>	0
<i>Total Compensated Hours</i>	42

*This example does not indicate overtime since the employee did not work over (forty) 40 hours. However, they did earn more than forty (40) compensable hours, so the employee in this example would be paid for forty-two (42) hours.*

4.1 **EAL Accrual:** As of May 2007, EAL no longer accrues.

4.2 **Earned leave** such as vacation, sick, or overtime may not be taken if it will result in an excess of forty (40) hours per week.

Example:

<i>Days Worked:</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>S</i>	<i>Total</i>
<i>Hours Worked:</i>	0	8	9	9	8	8	34
<i>Vacation Taken:</i>	8	0	0	0	0	0	8
<i>Total Hours Paid for the week</i>							42

*The employee would not take all eight (8) hours of vacation in this example because it would increase their compensable hours to over forty (40) unnecessarily. Instead they would take only six (6) hours of vacation to bring their weekly total to forty (40) hours.*

5.0 **APPROVAL OF OVERTIME:** While the Department recognizes the need for occasional overtime, hours accrued as overtime are not included in position budgets and therefore represent an unfunded obligation for the Department. For that reason, all overtime and previous six-month overtime will be considered as one combined total and must be approved according to the following criteria:

1. Total overtime hour accruals (as defined above) up to 40 may be pre-approved verbally by the immediate supervisor.
2. Total overtime hour accruals (as defined above) between 41-79 hours must be pre-approved in writing by the region manager or bureau chief.
3. Total overtime hour accruals (as defined above) between 80-120 hours must

be pre-approved in writing by the division administrator.

4. Total overtime hour accruals (as defined above) over 120 hours must be pre-approved in writing by the director and be accompanied by a plan to reduce the accrued hours within a reasonable timeframe.
- 5.1 It is acknowledged that there may be times when obtaining prior approvals for overtime is impossible, i.e. emergency situations requiring an employee to stay on the job until assistance arrives, etc. In those cases, the employee must notify the supervisor as soon as possible of the unpredicted hours worked. The supervisor then may modify the employee's work schedule within that same week to avoid overtime accrual or allow the employee to accrue the overtime with the above approvals.
- 5.2 A copy of an e-mail request from the employee and reply from the appropriate supervisor constitutes an acceptable form of written pre-approval for overtime. The request and approval documentation is to be kept on file in the park or program office.
- 5.3 The accrued balances on the Leave Balance Report and I-Time timesheets indicate the number of hours accrued. The totals for covered employees indicate the time and a half calculation. For example, if a covered employee works four (4) hours of overtime, the Leave Balance report and the I-Time time sheet will show (6) hours of accrued overtime.

## 6.0 TIME TRACKING

- 6.1 Accrued overtime hours are to be used before vacation hours unless the employee is at or near their vacation hour cap.
- 6.2 **Employee Responsibility:** It is the employee's responsibility to accurately report all hours worked, monitor their overtime, obtain appropriate prior approvals if their workload will require overtime and then code their time sheets in conformance with this policy.
- 6.3 **Supervisor's Responsibility:** It is the supervisors' responsibility to manage the work time of their staff and review and approve time sheets prior to submitting them to Payroll for processing. Supervisors can use the Leave Balance report to track the number of accrued compensatory, accrued year-to-date as well as those used year-to-date for their staff to:
  1. Ensure work hours are managed within budget
  2. Ensure that all hours worked are reported
  3. Ensure that employees work overtime only when necessary
  4. Ensure that prior approvals and documentation as required are obtained.
  5. Ensure that overtime hours are taken as soon as practical.
- 6.4 **It is essential that time sheets are accurate** (I.C. 67-2012). It is both the employee's and the supervisor's responsibility to report all time worked accurately. If the supervisor delegates time sheet approval authority to a backup approver, it is the supervisor's responsibility to ensure that the backup approver has the information needed to accurately approve each time sheet.

## 7.0 PAYROLL OFFICE:

The Payroll Office reserves the right to adjust time sheets to be in accordance with this policy.

**8.0 TRANSFER OR SEPARATION FROM STATE SERVICE AND COMPENSATORY TIME:**

Non-covered employees who earn straight time for overtime hours forfeit all accumulated compensatory and previous six-month compensatory time when they either transfer to another state agency or separate from state service. Compensatory time lost at time of transfer or separation is not reinstated. [I.C. 67-5328(3) (c)].

**9.0 PAYMENT FOR COMPENSATORY TIME:**

**9.1** Covered employees who have earned compensatory time during any half of a fiscal year (i.e. July-December) but have not taken that compensatory time off by the end of the next half of a fiscal year (i.e. January-June) must be paid in cash for any remaining accruals on the first payroll following the close of that half of a year. This time is indicated on the Leave Balance report as “previous six-month compensatory time”.

**9.2** Covered employees will be paid in cash for any accumulated compensatory time upon transfer to another state agency or upon separation from state service. (I.C.67-5328(3)(d)].

**10.0 TIME FOR DEPARTMENT SPONSORED SPECIAL EVENTS:**

**10.1** The Department regularly organizes and hosts a variety of special events. Often these events require more resources than those of the hosting individual park or program. The Department recognizes several benefits from enabling employees to assist with these events, including cross-training and cross-exposure of employees to Department parks and programs, expansion of employees’ knowledge, skills, and abilities, and capability of the Department to implement events without additional external resources. For these reasons, employees may assist with Department sponsored special events using paid time under the following circumstances:

1. The event has been approved by the Department and a memo/e-mail has been sent from the Director authorizing employee assistance and outlining the details of the assistance.
2. The supervisor approves the use of the employee’s time prior to the event.
3. Any overtime generated by the assistance, including travel time, falls within the approval limit of the supervisor. If more time is needed for an employee, written approval from the Region Manager/Bureau Chief, Administrator or Director is required prior to the event. (see #5 above)

**10.2** It is important to note that a Department authorization for assistance does not imply approval for individual employees. Supervisors must approve the assistance and will consider the following before providing approval for each employee:

1. The employee’s current workload, priorities, deadlines and any backlogs of work.

2. The employee's current overtime balance and the potential number of overtime hours that could be accrued.
  3. Any issues with the employee's performance.
  4. The remaining employees and how work will be accomplished in the employee's absence.
  5. How to ensure that a fair and equitable application of such opportunities to all eligible employees within the unit will be achieved.
  6. Any additional expenses that the supervisor would need to provide beyond time, i.e. transportation, per diem, lodging, etc.
- 10.3 Event Hosts: Any Park or Program hosting an event and requesting employee assistance must make the following advance preparations:
1. Obtain Director's approval to authorize assistance.
  2. Ensure a memo/e-mail of authorization is disseminated **from the Director**.
  3. Determine if lodging, per diem, transportation, and any additional expenses will be paid by the hosting Park or Program.
  4. Coordinate any financial details with the Fiscal Unit, such as time, per diem, transportation, lodging charges to various PCAs, etc.
  5. Identify the number of hours required per shift for each employee
  6. Identify the work and public relations expectations for each assisting employee
  7. If the authorization to assist is extended to anyone beyond Department employees, contact the Volunteer Services Coordinator to ensure all appropriate forms are completed and volunteer hours are documented.