



Administrative Directive 5.50.032-AD

Non-Represented Employee Overtime

overtime shall be compensated at the 1Y,time hourly rate and employees shall be subject to disciplinary action for working unauthorized overtime.

Defined workweek: Unless otherwise identified in a collective bargaining agreement, a defined work week begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

Compressed Workweek: A schedule that may consist of a 4/10, 9/80, or similar workweek that is pre-approved in writing by an employee's direct supervisor. Compressed workweek schedules provide for extended days, averaging out to 40 hours per defined single workweek or 80 hours within a multiple week period. Compressed workweek schedules are initiated on a trial basis and may be discontinued at any time at the request of either the employee or supervisor. The department reserves the right to suspend the arrangement in the event of unanticipated circumstances regarding



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employee work schedules and if, when and how to authorize Overtime Compensation, Compensatory Time Off in lieu of compensation, Compressed Workweek, or Flexible Time schedules to maintain a 40 hour workweek. On an annual basis, management shall submit to the Human Resources Department, their departments' implementation plans, processes and procedures for Overtime Practices compliance review. Each department management shall keep and manage detailed overtime, compensatory time, compressed workweek and flexible time records for all non-exempt employees for a period of no less than three (3) years. Employees shall be compensated for paid overtime within the pay period in which it was worked. Employees provided compensatory time off in lieu of compensation shall take the compensatory time off during the pay period in which it was authorized; unused compensatory time off will be paid as overtime compensation in the next pay period.

Legal References: U.S. DOL; ORS 653.268
Approved 8/2016