



## *Policy Corner*

### **Overtime Pay**

#### **Definition of hours worked:**

For purposes of the Fair Labor Standard Act (FLSA) compliance, “hours worked” includes all time that an employee is required to be on duty, or on the employer’s premises, or at a prescribed workplace for the employer, and all time during which the employee is required or permitted to work for the employer.

Exempt and non-exempt employees are expected to work 40 hours per week. Exempt employees are not eligible for overtime pay and are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their supervisors.

Reminder: Annual leave, sick leave, worker’s compensation time, and other leave time will not count towards the hours worked in the work cycle for overtime purposes.

Approval required for all overtime: Macon-Bibb County does not permit the working of overtime hours unless such is specifically approved by a Macon-Bibb County official or department head. Macon-Bibb County officials and department heads are accordingly responsible for ensuring that all overtime worked by their employees is approved before it is worked, and for maintaining daily and weekly records of each employee’s “hours worked.”

For further information regarding this policy, contact your immediate supervisor or the HR Department. You can find the entire policy beginning on page 147 of the Policies & Procedures Manual.

Macon-Bibb County Government reserves the right to alter, amend, modify, change, or delete any of the policies, practices, or benefits described in the Policy Manual at any time, with or without notice.

***As an employee of Macon-Bibb County “you are responsible” to become familiar with the Macon-Bibb County Policies & Procedures Manual. Make sure you check back each month to this segment of your newsletter to be “informed”.***