

# MACOMB COUNTY HUMAN RESOURCES POLICY

## OVERTIME

Employees determined to be exempt from the provisions of the Fair Labor Standards Act (FLSA) shall not be eligible for overtime consideration. Employees determined to be non-exempt under the provisions of FLSA who are scheduled and authorized to work overtime beyond 40 hours actually worked per week, will receive one and one half (1½) times their regular hourly rate for all such overtime hours either in the form of payment or compensatory time as determined by the County. There shall be no accrual of compensatory time in excess of 40 hours. An employee has the right to refuse overtime if it is offered as compensatory time; however, the Employer may then offer the overtime, in the form of compensatory time, to other employees. Employees are not to work any overtime hours that are not authorized.

Employees shall be permitted to utilize compensatory time only with the prior approval of their immediate supervisor. There shall be a nine (9) month usage period after such accrual of compensatory time. The use of compensatory time must be approved by the Department Head and will not disrupt the operations of the Department.

Employees may request, after the expiration of the usage period, to be paid for unused compensatory time and the County shall, within thirty (30) days of such request, pay the employee for unused compensatory time.

  
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Office of County Executive

Approved: July 8, 2014  
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Revised: January 9, 2017  
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