



Department of Agriculture
EARNING AND USE OF OVERTIME
(September 2019)

It is the policy of DoAG to utilize overtime only when it is absolutely necessary to carry out critical functions and no reasonable alternative is available. Overtime is defined as hours worked beyond regularly scheduled hours of work.

Overtime compensation is paid in accordance with respective collective bargaining contracts, applicable labor laws including the Federal Labor Standards Act and Management Personnel Policy 17-01 (July 06-02). Employees above the salary grade indicated in state policy and collective bargaining agreements will receive compensatory time in lieu of monetary overtime payment.

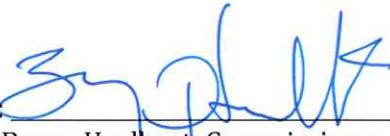
Division Directors and Managers are responsible for monitoring the use of overtime in their areas to ensure that that budgets are adhered to.

The procedure for earning overtime is as follows:

- Overtime must be approved **in advance** by the Division Director and the Commissioner's office in writing.
- Employees may enter overtime for payment or compensatory time into the CORE system only with pre-approval and during the time period for which it was approved.
- Utilization of overtime will be monitored monthly by the Executive Assistant and the Commissioner.

Failure to obtain the necessary pre-approval for overtime may result in disciplinary action.

Approval for the use of compensatory time must be requested and per the DoAG Attendance Guidelines (rev. June 2014)

Approved: 
Bryan Hurlburt, Commissioner
Department of Agriculture

DATE 9.6.2019