



CONNECTICUT DEPARTMENT OF AGRICULTURE

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Office of the Commissioner

An Equal Opportunity Employer



Earning and Use of Overtime and Compensation Time

PURPOSE:

It is the policy of the Department of Agriculture to utilize overtime and compensation time only when it is absolutely necessary to carry out critical functions, and no reasonable alternative is available. Compensation time and overtime are defined as hours worked beyond regularly scheduled hours of work and are subject to the operating needs of the agency.

Overtime and/or compensation time is paid or accumulated in accordance with respective State of Connecticut collective bargaining union contracts, applicable labor laws including the Federal Labor Standards Act and the Management Personnel Policy 17-01 (July 06-02.) Employees who are exempt from overtime and those who are in unclassified positions will receive compensatory time in lieu of monetary overtime payment.

POLICY PROCEDURES:

Division Supervisors and/or Bureau Directors are responsible for monitoring the use of overtime and compensation time in their units to ensure that said hours are necessary to carry out critical functions and are adhered to.

The procedure for earning overtime and/or compensation time is as follows:

- Overtime and or compensation time must be approved in advance by the Division Supervisor and/or Bureau Director, and by the Director of Operations on a form prescribed by the Commissioner's office in writing.
- Once a pre-approval is fully approved, it is the responsibility of the requesting employee to ensure the pre-approval form is submitted to the Department of Administrative Services Payroll Unit.
- Employees may enter overtime for payment or compensatory time into the CORE-CT system only with pre-approval and during the time period for which it was approved.
- Utilization of overtime and/or compensation time will be monitored monthly by your respective Division Supervisor, Bureau Director, and Director of Operations.

Failure to obtain the necessary pre-approval for overtime and/or compensation time in advance of the requested time will not be allowed, unless said duties are due to an emergency response, and may result in disciplinary action.

Bryan P. Hullburt
Commissioner, Department of Agriculture

8/14/2023

Date