

Job Classifications Eligible for Premium Overtime Compensation (FMC 2.4 – July 1, 2024)

Section 1 – Background: This FMC contains a list of the job categories or classifications that may normally be eligible for premium compensation for overtime as referenced in 31 IAC 5-7- 3(1).

Section 2 – Premium Overtime Eligible Classifications: Employees in the following job categories or classifications are ELIGIBLE for premium overtime compensation, except as otherwise expressly provided herein:

- Professional-Administrative-Technological (PAT), skill levels 3 through 5
- Clerical-Office Machine Operators-Technician (COMOT), skill levels 1 and 2
- Labor-Trades-Crafts (LTC), skill levels 1 through 3
- Supervisory and Managerial - SAMPAT, skill levels 6 through 8
- Supervisory and Managerial - SAMCOMOT, skill levels 1 through 5
- Supervisory and Managerial - SAMLTC, skill levels 4 through 6
- Protective Occupations, law enforcement (POLE), skill levels 1 and 2

Administrative Assistant 1 2WN1
Administrative Assistant 2 2WN2
Administrative Support Mgr 1 2TC1
Business Administrator 2 2TC2
Charge Nurse Supervisor 5 6QB5
Communications Supervisor 4 7YH4
Family Case Manager 2 2AP2
Food Service Sup 2 9CB2
Governor’s Fellow 2GF2
Grant Coordinator 2 2TF2
Health Information Administrator 1 1QV1

Health Information Consultant 2 1QV2
Historian 2 2KI1
Human Services Consultant 2 2AK2
Maintenance Repair Sup 3 9IA3
Nurse Supervisor 5 6QC5
Preservation Officer 2 2KB2
Psychiatric Services Specialist 2 2AE2
State Eligibility Manager 1 2AG1
Warehouse Sup 3 9NA3

Section 3 – Premium Overtime Exempt Classifications:

- A. PAT 4 Classifications. Employees in the following PAT 4 level classifications will continue to remain EXEMPT from premium overtime compensation:

Appl System Analyst/Prog Assoc 1BC4
System Administrator Assoc 1BM4

Property Asst Mgr 4 2TW4

- B. PAT 3 Classifications. Employees in the following PAT 3 level classifications will continue to remain EXEMPT from premium overtime compensation:

Application Developer Int 1BA3	Construction Project Mgr 1DL3
Audiologist 2FK3	Correctional Casework Mgr 2DB3
Business Systems Consultant Assoc 1BD3	Correctional Juv Casework Mgr 2AD3
Clinical Nurse Specialist 1QL3	Correctional Chaplain 2JB3
Correctional Recreation Coord 2FE3	Occupational Therapist 2FH3
Correctional Training Officer 3 2HF3	Operations Analyst 3 1CE3
Data Scientist Assoc 1DS3	Orientation/Mobility Instructor 2HK3
Data Warehousing Programmer 1BE3	Physical Therapist 2FF3
Database Analyst Assoc 1BF3	Procurement Analyst 2TB3
Financial Examiner 3 2RD2	Property Assistant Mgr 3 2TW3
Jr Security Engineer 1BW3	Public Health Nurse Surveyor 1TC3
LAN Administrator Assoc 1BJ3	Speech Pathologist 2FG3
Nurse Consultant 1QO3	Unified Comm Analyst Assoc 1BV3

- C. SAMPAT 6 Classifications. Employees in the following SAMPAT 6 level classifications will continue to remain EXEMPT from premium overtime compensation:

Meat Inspector Supervisor 6 6BF6

Section 4: Premium Overtime Information Specific to Law Enforcement & Protective Occupations Classifications:

- A. POLE Classifications. Employees in the following POLE classifications are to be treated as ELIGIBLE for premium overtime compensation:

Arson Investigator 5SA0
Asst Chief Arson Investigator 5SB0

Special Attendant Supv 5MBO
Special Attendant 5MA1
Special Attendant Trainee 5MAT

Correctional Officer 5LA2
Correctional Sergeant 5LB0

Airfield Security Officer 5CD0
Airfield Deputy 1 5CH0
Airfield Security Sergeant 5CE0

Airfield Deputy 2 5CIO
Airfield Security Chief 5CF0
Airfield Deputy 3 5CJ0

- B. Selected Law Enforcement Personnel. The following provisions apply uniquely to specified law enforcement personnel:

The provisions of 31 IAC 5-7-8 are being elected for Gaming Enforcement Agent 5FH0, Gaming Enforcement Investigator 5FF0, Gaming Enforcement Supervisor 5FB0, Gaming Asst. Enforcement Supervisor 5FL0, Gaming Control Officer 5FJ0, Gaming Control Supervisor 5FK0, Special Agent 5NA0, Field Agent 5NC0, and Special Agent Coordinator 5NB0. The same overtime policies and leave accrual practices apply to these classifications as apply to overtime eligible law enforcement officers employed as State Police, Conservation Officers and Excise Police. Gaming Enforcement Agent 5FH0, Gaming Enforcement Investigator 5FF0, Gaming Enforcement Supervisor 5FB0, Gaming Asst. Enforcement Supervisor 5FL0, Gaming Control Officer 5FJ0, Gaming Control Supervisor 5FK0, Special Agent 5NA0, Field Agent 5NC0, and Special Agent Coordinator 5NB0 will have a normal work period of 170 hours per 28-day cycle. Additional straight time pay will accrue for compensable time in excess of the 170th hour and premium compensation (time and a half) will accrue for hours worked in excess of 171, in a twenty-eight-day period. Gaming Enforcement Agent 5FH0, Gaming Enforcement Investigator 5FF0, Gaming Enforcement Supervisor 5FB0, Gaming Asst. Enforcement Supervisor 5FL0, Gaming Control Officer 5FJ0, Gaming Control Supervisor 5FK0, Special Agent 5NA0, Field Agent 5NC0, and Special Agent Coordinator 5NB0, Conservation Officers and Excise Police will accrue leave at a rate of 8.5 hours, as is done for similarly situated employees under 31 IAC 5-8-2(i), 31 IAC 5-8-3(e) and 31 IAC 5-8-4(g).

The provisions of 31 IAC 5-7-8 are not being elected for Gaming Financial/Background Investigator 5FA0 and Gaming Administrator 5FG0. Scheduling, overtime policies and leave accrual practices for Gaming Financial/Background Investigator 5FA0 and Gaming Administrator 5FG0 are the same as those applicable to overtime eligible employees that are not law enforcement officers. Additional straight time pay will accrue for compensable time in excess of 37.5 hours per week and premium compensation (time and a half) will accrue for hours worked in excess of 40 hours per week. Gaming Financial/Background Investigator 5FA0 and Gaming Administrator 5FG0 will accrue leave at a rate of 7.5 hours, as is done for similarly situated employees under 31 IAC 5-8-2 (a) & (c) , 31 IAC 5-8-3(b) and 31 IAC 5-8-4(b) & (c).

- C. Airfield Fire Protection Personnel. The following provisions apply uniquely to airfield fire protection personnel:

The regular work schedule for the Airfield Firefighter job family is 106 hours in the biweekly pay period. Employees classified as Airfield Firefighter 5CA0, Airfield Firefighter Trainer 5CB0, Airfield Firefighter Shift Leader 5CC0, and Airfield Firefighter Chief 5CG0 shall be eligible for overtime compensation in accordance with the provisions of 29 USC 207(K) and 29 CFR Part 553 subpart C. Pursuant to 29 CFR 553.230, a work period of 14 days is adopted

for the maximum hour standard contained therein. Overtime shall accrue for each hour worked or engaged to wait in excess of 106 hours in each 14-day work period. Airfield Firefighters may accrue a balance of no more than 480 hours of compensatory time off. The State Personnel Department standardized policy and procedure on Hours of Work & Overtime is inapplicable to Airfield Firefighter classifications.

In recognition of the fact that Airfield Firefighters have a unique schedule, the references to the number of hours in the rules governing accrued vacation, sick and personal leave shall be converted for Airfield Firefighters:

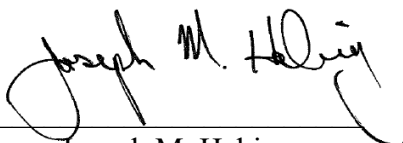
Hours Stated in 31 IAC 5-8	Hours Converted for Airfield Firefighters
3.75	5.25
7.50	10.50
22.50	31.75
37.50	53.00
60.00	84.75
97.50	137.75
225.00	318.00

If an employee transfers out of the Airfield Firefighter job family, the employee's leave balances will be adjusted proportionately to reflect the change in the number of hours of the standard schedule.


Airfield Firefighters may be entitled to up to 112.5 hours of military leave with pay annually, as that equals the amount of paid military leave available to all state employees under IC 10-16-7-5, and 31 IAC 5-8-6(d), notwithstanding any other interpretation of "days" in the statute, rules, or State Personnel policy and procedures.

D. Effect of Specified Eligible Classifications.

The effect of authorizing employees in the specified job categories or classifications to receive premium overtime compensation is to treat them as if they were subject to the Fair Labor Standards Act (FLSA). To the extent there exist any conflicts between this Financial Management Circular and 29 USC 207, issues will be viewed as matters of federal preemption such that conflicts will be resolved consistent with the relevant provisions of the FLSA and Title 29 of the Code of Federal Regulations.



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