

OVERTIME ASSIGNMENTS

PURPOSE

To provide adequate staffing necessary for efficient delivery of services through a fair and equitable system of distributing overtime assignments.

SCOPE

This policy applies to overtime-eligible employees in the state civil service.

STATEMENT OF POLICY

Overtime procedures shall be established which will ensure adequate staffing while recognizing management's responsibility to be fair in treatment of employees. Such procedures shall encourage employees to volunteer for overtime and shall provide for mandating overtime only when qualified volunteers are not available. Once an employee has volunteered and is accepted to perform an overtime assignment, s/he becomes part of the established roster for those hours and is required to honor that commitment in the same manner as mandated overtime assignments.

Appointing authorities reserve the right to deviate from established procedures when conditions exist which threaten the security or operation of the agency/ institution/facility, or the public safety. (E.g., emergency road crews).

REFERENCES

31 IAC 5-7 Fair Labor Standards Act & Rules
Financial Management Circulars 2003-1 and 2011-2

EFFECTIVE DATE August 1, 2012
Supersedes policy dated July 1, 2011

APPROVAL _____



Daniel L. Hackler, State Personnel Director

Date Aug. 1, 2012