POLICY FOR OVERTIME, COMPENSATORY TIME AND FLEX TIME

POLICY STATEMENT:

It is ODOT's policy to maintain a uniform process governing employees' accrual and use of overtime, compensatory time and flex time. ODOT's process must comply with the Collective Bargaining Agreement, the Fair Labor Standards Act, state law and DAS policy. ODOT's process also must provide reasonable assurance that each employee is properly compensated and that the Department properly accounts for all employees' extra work hours.

AUTHORITY:

Ohio Revised Code 124.01; 124.18
Ohio Administrative Code 123: 1-43-01; 123:1-43-02
DAS Directives Nos. HR-D-08 (Compensatory Time); HR-D-06 (Overtime Compensation)

SCOPE:

This Policy applies to all ODOT employees.

BACKGROUND:

Federal law, the Fair Labor Standards Act (FLSA), establishes minimum standards for employees to accrue and use overtime and compensatory time. Ohio law and DAS policy further specify the standards for accrual and use of overtime and compensatory time by state employees. ODOT is required by DAS policy to establish and maintain a process that complies with federal law, state law, and DAS policy. ODOT will establish a Standard Operating Procedure specifying the process by which ODOT will comply with these requirements.
TRAINING:

Deputy Director of Human Resources and the Deputy Director of Finance, as necessary, will provide training to employees responsible for administering this Policy and the accompanying Standard Operating Procedure.

FISCAL ANALYSIS:

The Department's average annual payroll cost is $425,000,000.00. Overtime costs are a key component of the total payroll and must be monitored and used judiciously.