



Special Compensation

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1.0 POLICY

The nature, timing or other special circumstances surrounding certain work activities may warrant special compensation in addition to an employee's normal salary or legally mandated overtime payments. This policy outlines those situations, which the County recognizes for such treatment. This policy applies to all employees unless otherwise specified.

2.0 DEFINITIONS

2.1 Non-Exempt Employee: Full and part-time employees who have been classified as "non-exempt" from the overtime provisions of the Fair Labor Standards Act and who must be paid for overtime hours worked or given compensatory time off in accordance with the guidelines in this policy. Overtime is paid or compensatory time given to non-exempt employees for hours worked in excess of the standard work periods established by the County.

2.2 Exempt: Employees in positions that are defined as Exempt from the overtime provisions of the Fair Labor Standards Act.

3.0 PROCEDURE / RULE

3.1 On-Call Premium: This section applies to Non-exempt employees only. Some employees are periodically required to be in a formal "on-call" status during which time they are expected to be available for contact by telephone or pager. The following compensation will apply in these cases.

- A.** On-call "standby time" consists of scheduled non-work hours in excess of the standard work period when an employee is required to be called back to work on a regularly scheduled or emergency basis. "Called back to work" time consists of actual time spent working when called back to work to handle a scheduled or emergency situation.

- B.** On-call standby schedules must be approved by the County Manager or designee. The Finance Office shall maintain a list of employees who are approved for on-call compensation arrangements.
- C.** Compensation for on-call non-exempt employees shall be determined by the Board of County Commissioners and shall consist of either compensatory time off and/or a flat payment for the time period one is on-call.
- D.** Non-exempt employees who are on-call during a holiday will receive double the on-call amount for the actual holiday.
- E.** Non-exempt employees called back to duty for unexpected and unscheduled work shall receive a minimum of two hours of pay or compensatory time. For time period above two hours, compensation will be for actual time worked. Should this additional time exceed the standard hours of work for the workweek or pay period, applicable overtime pay rules and regulations shall apply.
- F.** In some cases, the normal type of rotational on-call arrangement anticipated by this policy may not be feasible or possible. The Department Director and Human Resources Director in such cases will work out an alternative compensation approach.
- G.** No mileage will be paid for employees called back to duty.

3.3 The awarding of compensatory time or cash payments for any activities not specifically related to hours worked or for the reasons noted above must be approved in advance by the County Manager.

3.4 Exempt employees that are declared essential by the County Manager during an emergency or disaster situation and are required to work during such emergency/disaster situation may be compensated for such work by compensatory time or overtime (as deemed by the County Manager).

4.0 APPENDIX / APPENDICES

None.