



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: OVERTIME AND COMPENSATORY TIME

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**Date of Approval: July 24, 2013
Effective Date: August 1, 2013**

**Policy Number: 2013-2.7
Associated Personnel Rule: NA**

Policy Forms: NA

PURPOSE: To describe the process for assigning Overtime and Compensatory Time in an equitable manner and that assures compliance with the Personnel Rules, the Plan and applicable law.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and to all employees who are not exempt from the provisions of the Fair Labor Standards Act (“FLSA”) and who hold Positions that are under the jurisdiction of the Cook County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in a collective bargaining agreement or the Plan, the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: The following procedures must be followed when assigning Overtime and awarding Compensatory Time:

No Political Reasons or Factors. All Overtime for employees must be offered in accordance with the Policy, the Personnel Rules and the Plan, as and if applicable. No Overtime or Compensatory Time given to an employee may be granted or denied based on any Political Reasons or Factors.

Conditions for Overtime. All Overtime must be approved in advance by the Department Head or his or her designee before it is worked. Advance notice of Overtime must be provided and eligible employees must be given an opportunity to volunteer whenever the need for Overtime is foreseeable unless the Overtime is assignment specific. Overtime may not be requested or approved more than 60 days in advance.

Eligible Employees. An employee may not be selected to perform or offered Overtime if the employee has received a suspension during the twelve-month period preceding the Overtime, unless the Overtime required is assignment specific. Employees are eligible to perform Overtime only if the Overtime is for work that is in the same Position held by the employee.

Assignment of Overtime. In the event a Department Head determines that there is a need for Overtime and advance notice is feasible the Department Head shall provide eligible employees an opportunity to volunteer. If advance notice is not feasible because of an unforeseen event or circumstance, the Department Head shall take steps to assure that all Overtime is equitably distributed among all employees in the same classification and work unit as the classification and work unit in which the overtime is needed, unless the Overtime is assignment specific. For purposes of equitable distribution, an employee who declines an offer of overtime shall be treated as if he/she accepted the offer. Department Heads shall maintain written records regarding overtime assignment which may be reviewed from time to time by the Compliance Officer upon request.

NPCC. All employees assigned to or given Overtime and Compensatory Time pursuant to this Policy and all Employees participating in the request for or approval of Overtime and Compensatory must also sign a NPCC certifying that no Political Reasons or Factors were considered.