

**Kingman County
Kansas
Personnel Policy Manual**

**Policy #11
Overtime Pay**

**Commission Approved
Date: 1/23/06**

11 Overtime Pay

- 11.1 The provisions of this policy shall apply equally to all employees of the County not otherwise exempted in this policy or by State or Federal Law.
- 11.2 The regular workweek shall consist of forty (40) hours. Any non-exempt employee who works in excess of 40 hours in a work week shall be paid at the regular rate of one and one-half times regular pay for any time worked in excess of 40 hours in that work week. No employee shall be granted overtime except when specifically authorized by the department head. The workweek shall begin at 12:01 Sunday and end at 12:00 midnight the following Saturday.
- 11.3 The county recognizes that due to the unique nature of the work performed by law enforcement and its support personnel, hour and pay may, by necessity, require unique treatment. Therefore, where appropriate otherwise necessary, the Sheriff may establish separate departmental policies to address the same issues covered in this Policy. Such policies shall be in writing, shall be consistent with K.S.A.44-1204 (b), and shall be approved by the County Commissioners.
- 11.4 For the purposes of this policy, hours worked shall include all time the employee is required to be on duty or at a prescribed work place, or is approved and authorized to work, whether or not it is required by the department head. "Hours worked" (i.e., time worked) shall also include time spent in job related training or training required by the employer. "Hours worked" also includes Holiday time and paid vacation. Time worked shall not include compensated sick leave, funeral leave, building closings, doctor's leave, uncompensated time off, compensated sick leave, or any other form of compensated or uncompensated time that is not mentioned in this policy or elsewhere.
- 11.5 Overtime pay shall be reported and paid on the same schedule, as is regular time, for the pay period in which the overtime hours are worked.
- 11.6 Department Heads/supervisors may authorize on-the-spot extra time, whether or not that extra time results in a weekly overtime circumstance. Department heads/supervisors have the responsibility to approve after-the-fact extra time to meet the needs of internal and external customers and to meet the needs of a department for special projects or circumstances.
- 11.7 For the purpose of computing the hourly rate for an employee otherwise on a monthly salary schedule, the full time monthly rate shall be divided by 173.3.

11.8 Department heads who are salaried exempt shall not be granted overtime, unless expressly approved by the County Commissioners.