

CIVIL SERVICE COMMISSION

CSC POLICY NO. 88-003

OVERTIME AND HOLIDAY WORKTIME POLICY

1. All Civil Service Commission employees, classified and unclassified, shall be entitled to overtime compensation or compensatory time-off (CTO) for all hours worked beyond eight (8) hours of a regular workday, or leave day, or, forty (40) hours of a regular workweek.

Compensation shall be calculated at one and one-half (1½) times the regular hourly rate of pay of the employee. CTO shall be computed at one and one-half (1½) times for all overtime hours worked.

2. No employee shall be required to work overtime unless the employee has received certification by the Executive Director that funds for overtime pay are available. (4 GCA §4105) An employee who works overtime may elect to receive compensation, if funds are available, or CTO.
3. An employee, classified or unclassified, who works on a holiday shall be entitled to holiday compensation or CTO for all hours worked on a holiday. Compensation shall be calculated at double the regular hourly rate of pay for all hours worked on a holiday. CTO shall be computed at double time for all hours worked.
4. CTO may be used in addition to or in lieu of annual or sick leave and shall not be denied without just cause.
5. An employee may accumulate up to a maximum of 240 hours of CTO.
6. An employee is entitled to a lump sum payment for all unused CTO at the time of resignation, transfer, retirement, or termination. In lieu of a lump sum payment, an employee may carry-over all unused CTO to another department or agency upon transfer or reemployment.
7. Any overtime earned and not paid an employee within fifteen (15) working days after a request for payment is submitted, shall earn interest at the rate of ten percent (10%) per year from the date due until the date paid employee. (4 GCA §6221) "Date Due" shall mean the date the employee submits a request for payment.

This policy shall be retroactive to November 10, 1987.

DULY AND REGULARLY ADOPTED THIS 10th DAY OF MARCH, 1988.



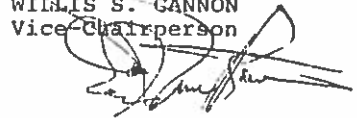
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