

SUBJECT: Overtime Exception for DAS Unrepresented
Information Technology Employees

NUMBER: 107-04-100

DIVISION: Employee Services Unit

EFFECTIVE DATE: 8/1/2007

APPROVED:

Lindsay A. Ball

**POLICY/
PURPOSE:**

To clarify the purpose and nature of Straight Time Accrued (STA) for Exempt, Unrepresented, Information Technology employees who have worked more than eight (8) hours in one day (unless on a flexible or alternate work schedule) or a forty-hour week.

AUTHORITY:

Federal Regulations 29CFR553.21 Sections 7(0)(3)(A)
State Policy 20.005.20, Fair Labor Standards Act.
HRSD Approval for Exception Memo received August 8, 2001

APPLICABILITY:

All salaried FLSA Exempt, Unrepresented, Information Technology employees of the Department of Administrative Services.

GUIDELINES:

- I. Information Technology Exempt employees will earn hour-for-hour accrued time intended for future time off in the form of Straight Time Accrued (STA) for time worked which exceeds an eight-hour day (unless on a flexible or alternate work schedule) or a forty-hour week.
 - Authorization is required before working hours beyond the normal work schedule.
- II. At no time will an Exempt Information Technology employee receive STA calculated at time-and-one-half as a benefit for work that exceeds 8 hours per day or 40 hours per week.
- III. All hour-for-hour Straight Time Accrued shall be used within the fiscal year it was earned or it will be lost. To use this time, requests must be made to the employee's supervisor. When approved, the time off is recorded as ST. Notification will be sent to the employee ninety (90) days before the end of the fiscal year if straight time hours may be lost. Time earned within the last ninety days of the current fiscal year may be carried over to the next.
 - Accrued hours will be paid in cash only if an employee's request to use these hours as time off before the fiscal year ends is denied. The cash payment can only be made within the last 90 days of the fiscal year.
 - The employee is responsible for requesting time off to use their STA hours.