

COLORADO DEPARTMENT OF TRANSPORTATION		<input checked="" type="checkbox"/> POLICY DIRECTIVE <input type="checkbox"/> PROCEDURAL DIRECTIVE	
Subject Hours of Work and Overtime Compensation		Number 1230.0	
Effective 01/15/09	Supersedes 09-18-07	Originating office Center for Human Resources Management	

PURPOSE

The purpose of this directive is to set forth policy of the Department of Transportation (CDOT) related to hours of work and compensation for overtime.

AUTHORITY

Fair Labor Standards Act (FLSA) of 1938, as amended; C.R.S. Sec. 24-50; Rules issued by the Colorado Department of Personnel and Personnel Board; State of Colorado Fiscal Rules.

APPLICABILITY

This policy is applicable to all Divisions and Offices of the Department of Transportation.

POLICY

It is the policy of the Department of Transportation (CDOT) to comply with the provisions of rules established by the above cited authority. The established regular work week for the Department begins at 00:01AM Saturday and ends at Midnight Friday. All full-time employees work a minimum of forty hours during a standard workweek (168 consecutive hours in seven consecutive days. Overtime will be limited to emergencies or when required to provide essential services to carry out short-range assignments in which utilization of regular employees is advantageous to hiring of additional personnel.

All CDOT employees shall record all of their work hours (leave, compensatory and work time) on a daily basis. Employees shall retain all daily logs or records of their time recording for 5 years. As soon as work conditions permit, the employee shall record their work hours on the electronic timesheet. Compensation for overtime worked and method of payment is determined by the following position classifications:

- (1) Non-Exempt and Permanent Part-Time Positions: (Classified Service) Overtime will accrue only after completion of forty (40) hours of regular time in the established work week. All time worked in excess of forty hours in a standard workweek may be compensated at one and one-half times the regular annualized hourly rate. Compensatory time off during regularly scheduled work hours may be taken in lieu of cash payment for overtime worked. Cash payment for overtime will be included in the employee's regular monthly pay deposit the next regular payroll cycle. Time recorded on the employee's SAP approved timesheet and when applicable, the signed hardcopy timesheet revision is the legal document that will be the basis for computation of overtime earnings and authorization for payment.

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(2) Exempt Positions: (Classified Service) Exempt employees are not eligible to accumulate, use, or receive compensation for additional hours worked above 40. The salary level of exempt employees takes into account that it may be necessary for the employee to work a reasonable amount of overtime. However, in unusual situations (unforeseeable emergencies, not recurring predictable work loads) an exempt employee may be required to work significant amounts of overtime for an extended period. In such an event, the Appointing Authority may grant time off to an exempt employee subject to the established guidelines. Supervisors must consult the Appointing Authority before allowing time off to exempt employees who have worked considerable overtime.

(3) Temporary (Hourly) Workers: (not Permanent Part-time CDOT employees) All time worked by a temporary worker must be recorded on the electronic timesheet. All time worked in excess of forty hours in a standard workweek will be compensated in cash at one and one-half times the regular annualized hourly rate. on the worker's bi-weekly pay deposit. Time recorded on the employee's SAP approved timesheet and when applicable, the signed hardcopy timesheet revision is the legal document that will be the basis for computation of overtime earnings and authorization for payment.

(4) Independent Contractors: The policies and procedures outlined in Procedural Directive 1230, 1230.1, and 1230.2 do not apply to independent contractors who perform services for CDOT. Independent contractors should refer to the polices and procedures provided by their employer.

IMPLEMENTATION

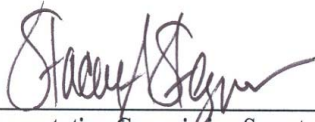
The policy stated herein shall be effective immediately and shall remain in effect until specifically amended or canceled.

FISCAL NOTE

This is a revision of policy; no additional fiscal impact will result from implementation.

REVIEW DATE

This policy shall be reviewed by March 2011.



Transportation Commission Secretary

01/15/09

Date