



2-4 POLICY ON FAIR LABOR STANDARDS ACT

SYCAMORE PARK DISTRICT compensates all employees in accordance with the Fair Labor Standards Act (FLSA).

Definitions:

Exempt Employee: An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

Non-Exempt: An employee subject to the overtime provisions of the Fair Labor Standards Act.

Workweek: The workweek begins Monday and ends the following Sunday.

Eligibility: Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate for all hours worked in excess of forty (40) in a single workweek. The FLSA does not require any leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. For purposes of overtime calculation, "hours worked" shall not include any form of leave, or other non-working time, whether paid or unpaid. *Exempt employees are not eligible for overtime pay.*

Overtime Obligations and Approval: Because of the nature of the Parks and Recreation field and the public services to be rendered, SYCAMORE PARK DISTRICT employees may be required to work more than the standard hours per workweek. Depending on SYCAMORE PARK DISTRICT work needs, employees may be required to work overtime.

For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

Compensation: SYCAMORE PARK DISTRICT will compensate part-time non-exempt employees for overtime hours worked on their regular paycheck. All full-time non-exempt employees will be compensated for overtime hours through overtime pay or compensatory time off. The employee may request either:

1. Compensated with pay at the rate of 1½ times the regular hourly rate for all hours worked more than forty (40) in a single work week; or



2. Compensated through compensatory time off at the rate of 1½ hour for each hour worked more than forty (40) hours in a single workweek. The maximum compensatory time that may be accrued by an employee is 160 hours. Comp time hours as of December 31 of each year will carry over into the first quarter of the following year and any time remaining after March 31 will be paid out at the employee's current rate.

Compensatory time may be taken in lieu of overtime pay if authorized by and arranged in advance with the employee's immediate supervisor. Employees shall be permitted to use compensatory time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of SYCAMORE PARK DISTRICT. An employee's immediate supervisor, based upon whether the grant of such requests result in short staffing or other disruption of SYCAMORE PARK DISTRICT's operations, will generally determine whether to grant an employee's request for use of compensatory time. However, SYCAMORE PARK DISTRICT, may in its own discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time.

If an employee terminates their employment with compensatory time accrued, the employee will receive financial reimbursement as described above.

Adopted on:

Revised: November 2021