



Chart 1 – FULL-TIME Employees, when employee has actually worked in excess of 40 hours in a regularly scheduled 7-day workweek.

NOTE: Additional options may apply for overtime which is worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

FLSA Exempt or Non-Exempt?	Options for Compensation
FLSA Non-Exempt	<ol style="list-style-type: none"> 1. Cash payment at time and one-half rate 2. Compensatory leave earned at the time and one-half rate
FLSA Exempt	<ol style="list-style-type: none"> 1. Cash payment at regular hourly rate 2. Compensatory leave earned hour for hour 3. No overtime compensation

Chart 2 – FULL-TIME Employees, when the employee has NOT actually worked in excess of 40 hours due to leave taken or a holiday observed, or non-emergency office closure.

NOTE: Additional options may apply for overtime which is worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

Did the work occur on a holiday or during an office closure?	Exempt/Non-Exempt	Options for Compensation
Yes	Non-Exempt	<ol style="list-style-type: none"> 1. Cash payment at regular hourly rate 2. Compensatory leave earned hour for hour 3. Cash payment at time and one-half rate 4. Compensatory leave earned at time and one-half rate
Yes	Exempt	<ol style="list-style-type: none"> 1. Cash payment at regular hourly rate 2. Compensatory leave earned hour for hour 3. No overtime compensation
No	Non-Exempt	<ol style="list-style-type: none"> 1. Cash payment at regular hourly rate 2. Compensatory leave earned hour for hour
No	Exempt	<ol style="list-style-type: none"> 1. Cash payment at regular hourly rate 2. Compensatory leave earned hour for hour 3. No overtime compensation

Chart 3 – PART-TIME Employees

NOTE: Additional options may apply for overtime which is worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

Exempt/Non-Exempt	Hours Worked/Week	Options for Compensation
Exempt AND Non-Exempt	Exceeds regular schedule, but does not exceed 40 hours	<ol style="list-style-type: none"> 1. Cash Payment at regular hourly rate 2. Compensatory leave earned hour for hour
Non-Exempt	Exceeds 40 hours	<ol style="list-style-type: none"> 1. Cash Payment at time and one-half rate 2. Compensatory leave earned at time and one-half rate
Exempt	Exceeds 40 hours	<ol style="list-style-type: none"> 1. Cash Payment at regular hourly rate 2. Compensatory leave earned hour for hour 3. No overtime compensation

Chart 4 – INTERMITTENT Employees

Exempt/Non-Exempt	Hours Worked/Week	Options for Compensation
Exempt AND Non-Exempt	Up to and including 40 hours in a week	Cash Payment at regular hourly rate
Non-Exempt	Exceeds 40 hours	Cash payment at time and one-half rate
Exempt	Exceeds 40 hours	Cash Payment at regular hourly rate

Chart 5 – Special Overtime Provisions

While performing overtime during official closures due to weather conditions or natural disasters, a security risk to the public safety, or similar occurrences of an extraordinary nature, the following options shall be used for those employees required to be on emergency duty during such closures:

Exempt/Non-Exempt	Did employee actually work in excess of 40 hours?	Options for Compensation
Non-Exempt	Yes, employee worked more than 40 hours	<ol style="list-style-type: none"> 1. Cash payment at time and one-half rate 2. Compensatory leave earned at the time and one-half rate
Non-Exempt	No, employee worked less than 40 hours	<ol style="list-style-type: none"> 1. Cash payment at time and one-half rate 2. Compensatory leave earned at the time and one-half rate 3. Cash payment at regular hourly rate 4. Compensatory leave earned hour-for-hour

Exempt/Non-Exempt	Did employee actually work in excess of 40 hours?	Options for Compensation
Exempt	Yes OR No	<ol style="list-style-type: none"> 1. Cash payment at time and one-half rate 2. Compensatory leave earned at the time and one-half rate 3. Cash payment at regular hourly rate 4. Compensatory leave earned hour-for-hour 5. No overtime compensation

Chart 6 – Overtime Compensation for work on a Holiday (Actual or Designated)

Exempt/Non-Exempt	Did employee actually work in excess of 40 hours?	Options for Compensation
Non-Exempt	Yes, employee worked more than 40 hours	<ol style="list-style-type: none"> 1. Cash payment at time and one-half rate 2. Compensatory leave earned at the time and one-half rate
Non-Exempt	No, employee worked less than 40 hours	<ol style="list-style-type: none"> 1. Cash payment at regular hourly rate 2. Compensatory leave earned hour-for-hour 3. Cash payment at time and one-half rate 4. Compensatory leave earned at the time and one-half rate
Exempt	Yes OR No	<ol style="list-style-type: none"> 1. Cash payment at regular hourly rate 2. Compensatory leave earned hour-for-hour 3. No overtime compensation