

1 **ARTICLE 32.5W--OVERTIME** (Licensing Boards)

2 **Section 1. Distribution of Overtime.** Overtime shall be distributed as equally as feasible among
3 qualified employees customarily performing the kind of work required, and currently assigned to
4 the work unit in which the overtime is to be worked. When the assignment of overtime work
5 causes an unusual burden upon the employee, the employee shall not be required to work overtime
6 unless the absence would cause the Agency to be unable to meet its responsibilities.

7 **Section 2. Notice of Overtime.** The Agency shall give as much notice as possible of overtime to
8 be worked.

9 **Section 3. Payment of Overtime.** Payment of overtime shall be included in the payroll paid on
10 the first (1st) of the month following the pay period in which overtime is worked if the overtime
11 is reported prior to the payroll cut-off date. All eligible employees required to work overtime shall
12 be compensated for authorized overtime, either in the form of cash or compensatory time off to be
13 determined by the employee, except as provided in Article 32, Section 4. The eligible employee
14 shall indicate their choice when notified of having to work the overtime or shall lose the choice
15 option. In the event budgetary or staffing limitations exist, in fact, and the Agency so notifies the
16 employee in writing of the fact, with a copy to the Union, the Agency may designate the form of
17 overtime compensation. Compensatory time accrued by employee choice may accumulate to a
18 maximum of ~~one-hundred twenty-eighty~~ **one-hundred twenty** (~~12080~~) hours. Compensatory time may be paid off
19 quarterly at the option of the Employer, except as provided in Article 32, Section 4.

20 **Section 4. Overtime Break.** When an employee is required to work overtime two (2) or more
21 hours beyond the end of the shift, they, at the employee's discretion, may take a fifteen (15) minute
22 paid break before beginning the overtime shift.

Section 5. Subject to the operating requirements of the Agency, the employee may take accrued compensatory time off for overtime earned following approval by their supervisor. If the Agency is unable to schedule time off, the Agency shall pay cash for the balance of the unused compensatory time except as provided in Article 32, Section 4. If two (2) or more employees request the same time off, and the matter cannot be resolved by agreement of the employees concerned, the employee having the greatest length of continuous service with the Agency shall be granted time off. This option shall only be used once in every twelve (12) months by an individual employee.