I. PURPOSE

The Fair Labor Standards Act (FLSA) defines the duties of employees covered by the act (non-exempt), the duties of employees not covered by the act (exempt), and establishes the criteria for overtime eligibility for non-exempt employees. The Department shall comply with the provisions of the FLSA and Oregon Wage and Hour Laws.

II. POLICY

A. The Department has adopted the following Department of Administrative Services (DAS), Human Resource Services Division (HRSD) policy:

   **HRSD 20.005.20** – Fair Labor Standards Act

B. In addition to the provisions outlined in HRSD 20.005.20 (1)(e), Lieutenants and Captains shall be eligible for overtime when time worked, including paid time off, is in excess of 8 hours per day or 40 hours per week within the employee’s basic workweek (5/8). Overtime for Lieutenants and Captains working an irregular work schedule (4/10) is time worked in excess of the scheduled hours per day or 40 hours per week within the employee’s basic workweek.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: __________________ Signature on File
Birdie Worley, Rules Coordinator

Approved: __________________ Signature on File
Mitch Morrow, Deputy Director

Effective 6/1/10