

## **EXTRA HOURS WORKED**

**1113**

(No.169 July 2014)

### Excess Hours (EX)

The number of standard hours of work in each pay period is defined by a 5/8/40 work schedule, which consists of five, eight hour days in a week for a total of 40 hours in a week. When an employee works an alternate schedule, deviations from the standard number of work hours may occur. Excess hours are earned when an employee works his or her normally scheduled hours, but due to the alternative nature of the schedule (i.e., 9/8/80, 4/10/40, etc.), works more than the standard hours in a pay period. Those excess hours are not considered overtime.

When an employee has worked a regular work schedule and as a result has worked more than the standard number of hours for the pay period, the extra time worked is credited as EX at the end of the pay period. Likewise, if the employee has worked a regular work schedule and as a result has worked less than the standard number of hours the time owed is offset by utilizing previously accrued excess hours. Any time owed that is not covered by excess hours shall be charged against any accrued leave credit, excluding sick leave. If no leave credits are available, the time is recorded on the timesheet as approved dock, and the employee's pay warrant is docked.

Excess hours are accumulated and used as straight time.

### Compensating Time Off (CTO)

Overtime hours worked are compensable by cash or CTO if the time worked meets the criteria established by the [Fair Labor Standards Act \(FLSA\)](#) and the appropriate MOU provisions and has been approved in advance by the supervisor. If an employee is compensated by CTO, use of the CTO by the employee is up to the discretion of the supervisor.

[Next Section](#)

[Table of Contents](#)

[Forms and Form Samples](#)