Rule 8 (Hours of Work, Overtime and Pay Day), subsection 8.5 Overtime states:

8.5 Overtime. Department heads and supervisors shall assign to each employee regular work duties and responsibilities, which can normally be accomplished within the established workday and workweek. The County shall discourage overtime work. Supervisors may require overtime. All overtime work must be authorized by the department head or the supervisor before being performed. All additional hours beyond those regularly scheduled for part-time employees must be authorized by the supervisor.

Compensatory time off for non-exempt employees shall be one and one half hours off for every hour of overtime worked. The rate of cash compensation shall be one and one half times the employee's regular rate of pay. Overtime for non-represented employees shall be compensated at the County’s discretion in compensatory time off or pay for all hours worked in excess of the 40-hour workweek. Positions receiving personal leave benefits shall not receive any form of overtime compensation except personal leave.

Non-represented employees eligible for overtime may accumulate a maximum of 80 total hours of compensatory time. Actual hours worked over the maximum will be paid in overtime dollars. Represented employees shall be governed by the conditions noted in their respective labor agreements. The above maximum accrual is the total allowed after computation at the applicable overtime rate.

When an employee is transferred to or appointed to another department, accumulated overtime and compensatory time may not be assumed by the new department. The transferring department may be required to pay off the accumulated overtime and compensatory time prior to the transfer or appointment.