**Section 600.694 Overtime**

a) Overtime: For those positions approved by the Auditor General and designated on lists maintained by the Auditor General, authorized work in excess of the scheduled work week as established by the Auditor General shall be overtime. Overtime may be compensated in cash or compensatory time.

b) Compensatory Time: An employee's overtime accumulation shall be liquidated by the utilization of compensatory time off, when such utilization is practical. Such compensation shall be made at a straight-time rate for work in excess of the scheduled work week but less than a forty (40) hour work week. Work in excess of a forty (40) hour week shall be compensated at time and one-half.

c) Compensatory Time Schedule: Compensatory time shall be scheduled at the employee's preference except in those circumstances where such absence would be harmful to the operation of his or her work unit.

d) Overtime Compensation in Cash: Whenever it is not practical to liquidate an employee's overtime with compensatory time off, the employee shall be reimbursed in cash. Such payment shall be made at a straight-time rate for work in excess of the scheduled work week but less than a forty (40) hour work week. Work in excess of a forty (40) hour work week shall be paid at time and one-half.

e) Overtime -- Accumulation: All employee overtime compensation shall be liquidated within forty-five (45) calendar days of its accumulation.