**Section 212.294**  **Overtime**

a) Overtime: For those positions that are not considered executive, administrative or professional as defined under the provisions of 29 CFR 541 and for those executive, administrative or professional positions for which compensatory time is authorized by the Executive Director, authorized work in excess of the scheduled workweek as established by subsection (a)(2) shall be overtime. Overtime may be compensated in cash or compensatory time.

1) Each Director shall determine the need for and establish an overtime schedule that recognizes the unique mission and workload of the organizational unit. The Executive Director may require employees to work overtime or at times other than their regular work schedule to meet workloads or service requirements of the Office.

2) The definition of a scheduled workweek is as follows:

A) The Springfield office's regularly scheduled work hours shall be 37.5 hours, Monday through Friday, 8:00 A.M to 4:30 P.M.

B) The Chicago office's regularly scheduled work hours shall be 37.5 hours, Monday through Friday, 8:30 A.M. to 5:00 P.M.

C) Scheduled work hours for employees on an approved flex-time work schedule, as approved by the Executive Director, shall be reflected as designated by the Executive Director.

b) Compensatory Time: An employee's overtime accumulations shall be liquidated by the utilization of compensatory time off, when that utilization is practical. Compensation shall be made at a straight-time rate for work in excess of the scheduled workweek but less than a 40 hour workweek. For those positions that are not considered executive, administrative or professional, work in excess of a 40 hour week shall be compensated at time and one-half. For those employees in professional positions for which compensatory time is authorized by the Executive Director, work in excess of a 40 hour week shall be compensated on an hour for hour basis.

c) Compensatory Time Schedule: Compensatory time must be pre-approved by the Director of the employee's organizational unit, the Executive Director or the Assistant Executive Director.

d) Overtime Compensation Liquidation: Whenever it is not practical to liquidate an employee's overtime with compensatory time off, or whenever the employee's accrued compensatory time exceeds 240 hours, the employee shall be reimbursed on normal payroll, subject to withholding, at the employee's current rate of pay. Payment shall be made at a straight-time rate for work in excess of the scheduled workweek but less than a 40 hour workweek. For those positions that are not considered executive, administrative or professional, work in excess of a 40 hour workweek shall be paid at time and one-half. For those employees in professional positions for which compensatory time is authorized by the Executive Director, work in excess of a 40 hour week shall be compensated on an hour for hour basis.

e) Overtime − Accumulation: All employee overtime compensation shall be liquidated by the end of the fiscal year unless prior approval is obtained by the Executive Director to extend the time period.

f) All overtime records shall be approved by the Director and kept in the Office of Administrative Services and entered on the monthly Time and Attendance System.