



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 4.02

**APPROVAL DATE:** 06-05-2001

**EFFECTIVE DATE:** 06-22-2001

**REVISED DATE:** 05-15-2001

**POLICY SUBJECT:**

Overtime Compensation

**RESPONSIBLE DEPARTMENT:**

Finance and Administration

**A. PURPOSE:**

To provide guidelines for compensating non-exempt non-union employees for overtime work.

**B. SCOPE:**

This policy applies to all employees of the PTC who are not covered by a Collective Bargaining Agreement.

**C. GENERAL POLICY:**

Non-exempt employees will be compensated on a time and one half basis for hours worked in excess of 40 in any week. Except where provided otherwise by the terms of a Collective Bargaining Agreement or Memorandum of Understanding, overtime work is defined as hours worked in excess of forty hours within a workweek. For non-exempt nonunion employees, this does not include sick, vacation, holiday or other forms of paid leave because this is not time worked.

The use of overtime work shall be kept to a minimum. Department heads shall closely scrutinize, monitor and control the amount of overtime authorized for their employees. Every alternative should be considered prior to assigning staff to work overtime. Alternatives include, but are not limited to:

- Altering the employee's regular work schedule to accommodate projects and meetings outside of the regular work schedule without exceeding 40 hours in a week.
- Reassigning work to other available employees to facilitate deadlines.
- Hiring of temporary staff.

Chiefs/Directors are authorized to approve overtime work for all eligible employees within their departments, as well as the Chief Executive Officer, Chief Operating Officer, and Directors of Operations/Projects (East and West). Other than an unanticipated emergency situation, overtime work should be approved in advance of the assignment by the Chiefs/Directors, Department Head or the designee, where practical.

Funds allocated for overtime compensation will be reviewed and proposed as part of the budgetary review process. Chiefs/Directors, the Chief Executive Officer, Chief Operating Officer, and Directors of Operations/Projects (East and West) will be held accountable to ensure expenditures are within the allotted amounts.

All union covered employees will be compensated for overtime work consistent with the provisions of the current union agreement(s).

Nonexempt, nonunion employees will be compensated for overtime work at one and a half times their rate of pay in effect at the time of the overtime assignment.

It is assumed that exempt employees will include as part of their regular work week additional work time necessary to meet outside of normal work schedules, to handle short term projects and to satisfy weekly work requirements.

**Compensatory Time Off:**

The Commission does not have a compensatory time off program for either exempt or nonexempt union or management employees who work more than 40 hours per week.

**Travel Time:**

Ordinary home to work travel by an employee does not count as hours worked under the FLSA. However, once an employee starts the workday, all time spent traveling during normal working hours shall be considered hours worked.

Travel Outside of Regular Working Hours – When there is no overnight stay involved, travel both before and after regularly scheduled working hours is compensable. However, normal commuting time shall be deducted from the travel time.

Travel Which Includes an Overnight Stay – When there is an overnight stay involved, travel time incurred by an employee either before or after normal working hours to a location where work is to be done or a seminar or other event is to be attended is not compensable.

Duty Officer - The regular work schedule and biweekly salary of our Duty Officers is calculated based on 84 hours of work. When a Duty Officer works on a holiday, they will receive 8 hours of holiday pay in addition to their biweekly salary.

Under no circumstances will a Duty Officer receive compensation for hours worked in excess of 84 in each biweekly pay period.

Interchange Managers & Foremen – Interchange Managers and Foremen are generally scheduled to work a forty-hour workweek. Their salary is calculated based on forty hours per week.

Interchange Managers and Foremen occasionally work forty or more hours in a workweek that includes a paid holiday. In those situations, Interchange Managers and Foremen will be paid for hours worked to a maximum of forty. Holiday pay will be paid in addition to hours worked.

Under no circumstances will Interchange Managers or Foremen be compensated for more than forty hours worked in a workweek.

#### **D. DEFINITIONS:**

Overtime Work- Except where provided otherwise by the terms of a Collective Bargaining Agreement or Memorandum of Understanding, overtime work is defined as hours worked in excess of forty hours within a work week. The workweek begins Friday morning at 12:01 a.m. and ends at midnight of the following Thursday.

Overtime Compensation- Pay at the rate of one and one half times the rate of pay in effect when the overtime is worked.

Union Covered Employee- An employee whose hours worked, including overtime hours, are governed by a provision of a collective bargaining agreement or memorandum of understanding.

Nonexempt Employees- An employee covered by the Fair Labor Standards Act (FLSA) and all the overtime provisions of the Act.

Exempt Employees- An employee covered by the Fair Labor Standards Act (FLSA) but exempt from the overtime provisions under the Act by virtue of executive, administrative, professional or computer-professional exemptions.

Department Heads- An employee who oversees a department or work unit.

Management Employees- An employee not covered by a collective bargaining agreement or memorandum of understanding.

#### **E. PROCEDURES:**

All requests to authorize overtime should be presented to the respective Chief/Director sufficiently in advance of the assignment to provide the Chief/Director with ample time to review and respond appropriately.

When emergencies arise and advance approval is not received, the Chief/Director should be informed of the overtime worked and the justification for the overtime.

Each Chief/Director should review overtime worked and overtime expenditures to ensure consistency and the availability of funding.

Time submitted for overtime should be recorded in quarter hour increments.

*This Policy Letter supersedes all previous Policy Letters on this subject.*