

 <b>PA TURNPIKE COMMISSION POLICY</b> <i>This is a statement of official Pennsylvania Turnpike Policy</i>		<b>NUMBER:</b> 4.02  <b>APPROVAL DATE:</b> 06-05-2001  <b>EFFECTIVE DATE:</b> 06-22-2001  <b>REVISED DATE:</b> 10-17-2017
<b>POLICY SUBJECT:</b>  Overtime Compensation	<b>RESPONSIBLE DEPARTMENT:</b>  Human Resources	

**A. PURPOSE:**

To provide guidelines for management and Teamsters Local 30 supervisory (Local 30) employees regarding overtime.

**B. SCOPE:**

This policy applies to all management employees and Local 30 employees.

**C. GENERAL POLICY:**

Department Heads shall authorize overtime work for eligible management and Local 30 employees within their departments. Overtime work is to be authorized well in advance of the assignment unless an unanticipated or emergency situation arises. Overtime work is to be kept to a minimum and be closely monitored, scrutinized and controlled.

Alternatives shall be considered prior to authorizing overtime, such as revising an employee's normal work schedule so hours are not exceeded or reassigning work to other available employees.

Below are some specific guidelines pertaining to each type of employee:

1. Non-union management employees:
  - a. Non-exempt employees:  
Non-exempt management employees will receive overtime at a time-and-a-half rate for work hours in excess of forty in any workweek. All hours worked up through forty will be compensated at a straight time rate. Sick, vacation, holiday, and other forms of leave (except administrative leave) are not considered work hours.
  - b. Exempt employees:  
Exempt employees may be required to work more than eighty hours in a pay period. They are ineligible for any form of overtime pay. Instead, the Commission has instituted Policy 4.05, Compensatory Time for Exempt Employees.

The following exempt employees may be compensated for more than eighty hours in a pay period as an exception to the above:

i. Interchange Managers:

Interchange Managers are scheduled to work forty hours each workweek (five eight-hour shifts.) They are frequently scheduled to work on weekends and Commission holidays as part of their normal work schedule. Therefore, all Interchange Managers will receive eight hours of holiday leave, in addition to time for their scheduled hours during workweeks that include a holiday. Also, they will observe holidays on the actual holiday they occur (not the administration building holiday schedule.)

ii. Operations Center Duty Officers:

Duty Officers are scheduled to work a total of eighty-four hours each pay period (two workweeks consisting of seven twelve-hour shifts.) Therefore, all Duty Officers will account for exactly eighty-four hours in each pay period that does not include a holiday.

Duty Officers are frequently scheduled to work on weekends and Commission holidays as part of their normal work schedule. Therefore, if a Duty Officer works on the holiday, s/he will receive twelve hours of holiday leave in addition to time for the scheduled eighty-four hours. If a Duty Officer does not work on the holiday, s/he will receive eight hours of holiday leave in addition to time for the scheduled eighty-four hours. Also, they will observe holidays on the actual holiday they occur (not the administration building holiday schedule.)

2. Teamsters Local 30 supervisory employees:

Local 30 employees include both non-exempt and exempt employees. They are scheduled to work forty hours each workweek (five eight-hour shifts or four ten-hour shifts.) They are frequently needed to work outside their normal work schedule. Therefore, all Local 30 employees will receive overtime at a straight time rate for all hours worked outside of their normal schedule, in accordance with the Collective Bargaining Agreement (CBA). This overtime rule follows the provisions of the current union agreement.

These employees generally do not work on holidays and receive holiday leave hours only. When it is necessary to work, they will receive overtime at a straight time rate.

Travel time for non-union non-exempt management and Local 30 employees:

Normal commuting time from/to home by an employee does not count as work hours under the Fair Labor Standards Act (FLSA.) However, once an employee starts the workday, all time spent traveling during normal work hours shall be considered work hours.

When no overnight stay is involved, travel time outside of one's normal work schedule is compensable. However, normal commuting time shall be deducted from the travel time.

When an overnight stay is involved, travel time outside of one's normal work schedule is not compensable.

**D. DEFINITIONS:**

Workweek – A continuous 168-hour period beginning on Friday and ending the following Thursday.

Non-exempt employee – An employee covered by the Fair Labor Standards Act (FLSA) and all the overtime provisions of the Act.

Exempt employee – 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.

Teamsters Local 30 supervisory employee (Local 30) – An employee whose hours worked, including overtime hours, are governed by a provision of the CBA or memorandum of understanding with Teamsters Local 30.

Department Head – An employee who oversees a department or multiple departments.

**E. PROCEDURES:**

All requests to authorize overtime should be presented to the respective Department Head in advance of the assignment to provide the Department Head with ample time to review and respond appropriately.

When emergencies arise and advance approval is not received, the Department Head shall be informed of the overtime worked and the justification for the overtime.

Each Department Head 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.*