



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Policy

Title: WORK HOURS AND OVERTIME

Number: LCC-90

Cancels: Lake County Policies
and Practices
Employee Manual
dated September 7,
1999, Section 12,
Work Hours and Time
Records, and Section
15, Overtime

Approved: July 7, 2009

I. OBJECTIVE

To establish standards for hours of work and overtime compensation for all employees of the Lake County Board of County Commissioners (BCC). Where specific provisions of a collective bargaining agreement apply to certain employees, the collective bargaining agreement provision controls.

II. DEFINITIONS AND REFERENCES

N/A

III. DIRECTIVES

- A. The BCC will maintain regular hours of business operations as required by workload, productivity, customer service needs, the efficient management of human resources and any applicable laws.
- B. Regular hours and changes to regular hours of operations will be posted and announced to the public.
- C. The BCC establishes the standard work week to run from 12:01 a.m. on Sunday through 12:00 midnight on the following Saturday of each week. Pay periods shall be established for each two-week period.
- D. It is the general policy of Lake County not to require overtime work by employees who are subject to the overtime provisions of the Fair Labor Standards Act (non-exempt employees), although it may be authorized, if necessary.

- E. Overtime shall be paid at a time-and-one-half rate to non-exempt employees for hours worked in excess of forty (40) per work week, in accordance with the applicable provisions of the Fair Labor Standards Act.
- F. The County Manager shall establish procedures to implement this policy.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.

WELTON G. CADWELL
Chairman, Board of County Commissioners
Lake County