

**Part 407 – Pay Policy
Subpart A**

WV407.4 Premium Pay and Overtime & Representational Activities

(a) Premium Pay and Overtime

All requests for overtime and compensatory time must be requested in advance on [WV-360-10-Request for Credit Hours, Overtime, or Compensatory Time](#). This form will also be used for requests to earn credit leave if required by the supervisor. Do not use this form to request compensatory time for travel.

Requests from the employee must be routed through supervisory channels and include proper justification which includes the reason, how the agency would benefit and the approximate hours of overtime or compensatory time requested.

Requests will include whether the employee is Exempt or Non-Exempt from the Fair Labor Standards Act (FLSA). Employees should check block 35 of their latest SF50 or their position description coversheet for this information.

Non-Exempt Employees are eligible to receive over-time pay or they may request compensatory time, or credit time (not to exceed the 24 hour ceiling) in place of overtime. This applies to hours worked more than an 8 hour day or more than a 40 hour work week.

Exempt Employees are not covered under FLSA regulations, but earn compensatory time off, or credit time (not to exceed the 24 hour ceiling) in lieu of over-time.

All requests for overtime and compensatory time during normal workdays will be forwarded to the Management Team Member for final approval. The State Conservationist is the only approving official for work performed on non-work days including holidays, Saturdays and Sundays.

The use of overtime and compensatory time should be closely monitored and kept to the minimum necessary to carry out the mission of the Agency and programs.

This amendment supersedes any previous amendments, bulletins, or guidance pertaining to this subject.