
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Overtime, Compensatory Time, Call Back

POLICY NUMBER: 7155

7155.1 An employee who is paid on a bi-weekly rate shall be compensated for overtime by being given time off with pay on the basis of 1-1/2 hours for each hour of actual work over a 40 hour work week in any consecutive Sunday through Saturday.

7155.2 The normal work week shall be forty (40) hours and overtime will not be credited until after the employee has worked forty (40) hours within the calendar week for which said overtime is to be credited. Holidays, leaves, and approved time taken off with pay during the calendar week in question shall be included in time worked and shall be computed at the rate of ten (10) hours for each day of such absence for a normal four day work week.

7155.3 The District Manager or the Assistant Manager shall determine when overtime or call back is required and will authorize such work, in advance, when possible. Authorization of overtime will be made in an equitable manner.

7155.4 Interpretation of this provision shall be in a manner to prevent abuse in obtaining or using overtime.

7155.5 Use of compensatory time off (CTO) is encouraged to be completed within one year of the time it is accrued. Normally, CTO earned in the spring and summer months is desired to be used during the following fall or winter.

7155.6 Call back time: When a worker has completed his regular shift and is called back to perform his duties, a minimum of two hours will be credited to the employee. Call back time is defined as any overtime work which does not immediately follow or precede the regular work shift.