



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
Non-Represented Only

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6/1/20

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NUMBER  
**DOC 825.010**

**POLICY**

TITLE  
**HOURS OF WORK, OVERTIME, AND ADDITIONAL  
COMPENSATION**

**REVIEW/REVISION HISTORY:**

- Effective: 7/1/83
- Revised: 10/1/85
- Revised: 7/1/86
- Revised: 11/1/88
- Revised: 10/24/97
- Revised: 3/25/04
- Revised: 5/31/07
- Reviewed: 9/12/08
- Revised: 1/23/12
- Revised: 6/1/20

**SUMMARY OF REVISION/REVIEW:**

V.A.1. - Adjusted language for clarification

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

6/1/20  
Date Signed



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**REFERENCES:**

DOC 100.100 is hereby incorporated in this policy; [RCW 41.06](#); [RCW 42.04.060](#); [RCW 70.94.521-551](#); [WAC 292-110-020](#); [WAC 296-126-092](#); [WAC 357-28](#); [WAC 357-58](#); [Executive Order 16-07](#); [Fair Labor Standards Act](#)

**POLICY:**

- I. The Department will manage work hours and additional compensation consistent with WAC 357-28 and WAC 357-58.

**DIRECTIVE:**

- I. Alternate Work Schedules
  - A. Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. and the standard workweek is 12:00 a.m. Sunday through 11:59 p.m. Saturday. When appropriate, Appointing Authorities are encouraged to consider alternate work schedules to:
    - 1. Enhance employee work/life balance,
    - 2. Increase recruitment and retention,
    - 3. Manage the need for overtime,
    - 4. Gain flexibility in enhancing services to the organization,
    - 5. Assist with meeting commute trip reduction goals,
    - 6. Reduce transportation-related greenhouse gas emissions, and/or
    - 7. Provide desirable schedules for employees.
  - B. Upon review of the supervisor’s recommendation, Appointing Authorities may approve alternate work schedules (i.e., flex time, telework, and/or compressed workweek) while ensuring employee coverage for normal business hours and requirements.
  - C. Work schedule variations require prior approval from the supervisor and written authorization from the Appointing Authority using DOC 03-138 Alternate Workweek Schedule and will be monitored by supervisors.
    - 1. If business needs are not being met, supervisors may recommend reverting to the previous schedule to the Appointing Authority. If the Appointing Authority approves, the employee will receive notice 7 days before the effective date.
  - D. DOC 03-138 Alternate Workweek Schedule is not required when the supervisor approves a temporary schedule adjustment for:



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1. The same number of hours within the scheduled workday.
2. To accommodate an employee's appointment or other practical reason.

## II. Supervisor Responsibilities

- A. Supervisors will establish employee work schedules, inform employees of attendance expectations, and ensure absences are documented in Employee Self Service (ESS) or on a leave slip. Supervisors will notify payroll of long-term absences.
- B. Supervisors will work to ensure that employees do not work or volunteer for additional workhours that have not been previously approved, and will result in working outside their assigned work schedule or may result in overtime.
  1. Managers and supervisors will delegate work to minimize the need for overtime.
- C. Positions will be determined to be overtime eligible or overtime exempt at the time the position is allocated. This determination will be identified in the position description. Employees will be notified whether their position is overtime eligible or overtime exempt in their appointment letter. Employees will be notified of any subsequent changes in writing.

## III. Employee Responsibilities

- A. Employees will be responsible for abiding by their work schedule and complying with the provisions for overtime.
  1. Employees will not perform work (e.g., reading or responding to emails, making business calls, taking online training) outside their assigned work schedule without receiving prior authorization from their supervisor.
  2. Employees are expected to observe normal working hours unless work requirements call for varying the schedule to complete duties within the 40 hour workweek.
  3. Except in an emergency, approval from the supervisor is required prior to deviating from normal working hours or working additional hours,
- B. Overtime eligible employees qualify for call-back pay (i.e., earned when an employee is requested to return to work due to an emergency after they have left work or is paid in leave status).
- C. Leave with pay will not be considered time worked.

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#### IV. Overtime Eligible Positions

- A. Positions that are overtime eligible are covered by the provisions of the Fair Labor Standards Act. Management retains the right to determine when overtime is necessary.
- B. Employees will be compensated for additional hours worked if necessary for them to work beyond their regular schedule.
- C. The following conditions qualify for overtime:
  - 1. Working in excess of 40 hours in a workweek.
  - 2. Working on a state-recognized holiday.
  - 3. Full-time employees working on a regular day off.
- D. Paid holidays and call-backs will be considered time worked.
- E. Leave with pay will not be considered time worked.
- F. Part-time employees will be compensated for paid holidays, including their personal holiday, on a prorated basis based on the requirements for full-time work.

#### V. Overtime Compensation

- A. Overtime will be reported by the last day of the pay period using DOC 03-022 Overtime Request/Approval.
  - 1. Supervisors will submit only one form to the appropriate overtime leave shared mailbox.
  - 2. Non-custody employees will report overtime using the Time Card System.
    - a. Supervisors will review timecards for accuracy each week, at the end of the standard workweek, and before the last day of the pay period. The supervisor will work with the employee to make any necessary corrections to ensure accuracy and timeliness.
- B. Overtime will be compensated at the rate of time and one half, either by cash payment or compensatory time.
  - 1. Cash payment for required overtime will be based on the regular rate for the pay period in which the overtime was worked. Cash compensation should normally be paid on the payday for the pay period in which the overtime was earned.



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2. Compensatory time will be:
  - a. Accrued up to a maximum balance of 240 hours. Lieutenants in Washington Management Services (WMS) positions may accrue a maximum balance of 480 hours.
  - b. Used before vacation leave or leave without pay, unless it would cause the employee to exceed the vacation leave maximum and lose vacation leave.
  
3. Compensatory time will be cashed out as follows:
  - a. At the end of each biennium.
  - b. Upon separation or transfer to another state agency.
  - c. Upon moving to a position designated as overtime exempt.
    - 1) The employee may request a cash out if appointed to a non-permanent overtime exempt position.
    - 2) Exceptions may be granted by the Appointing Authority to defer compensatory time balances.
      - a) Deferred time may not be used or cashed out until the employee returns to an overtime eligible position.
  
4. Compensatory time may be transferred when moving within the Department.
  
- C. Employees required to restrict off-duty activities to immediately be available to work will receive standby pay.
  
- D. Employees in overtime eligible positions not on standby status may be eligible for call-back pay as identified by the Washington State Office of Financial Management. Two hours pay is guaranteed for employees called back to work.
  1. A cancellation of the call-back by the Appointing Authority will not waive the guaranteed pay.

VI. Overtime Exempt Positions

- A. Employees in overtime exempt positions are not authorized to receive overtime compensation.



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1. When an employee is required to work beyond 45 hours per week, adjustments to the work schedule will be made within a 2 week time period to offset the additional hours worked.

a. Employees will consult with their supervisor and receive approval prior to schedule adjustments.

B. The Appointing Authority/designee may authorize exchange time for extraordinary circumstances (e.g., deployment from primary work location, emergencies, incidents/significant events, specialty team deployment) where excessive work hours are required that do not allow the employee to adjust their work schedule.

C. Employees will be expected to manage work time in order to avoid exchange time accumulation.

1. When determining eligibility for accrual of exchange time, the following provisions apply:

- a. Leave with pay will not be considered time worked.
- b. Paid holidays will be considered time worked.

2. Exchange time will be:

- a. Accrued at straight time, up to a maximum of 80 hours in a month and maximum balance of 160 hours, unless otherwise approved by the appropriate Assistant Secretary.
- b. Used before vacation leave or leave without pay unless it would cause the employee to exceed the vacation leave maximum of 240 hours and lose vacation leave.

D. Exchange time is not intended to be cashed out. If the accrual and/or use of exchange time is not practicable, the appropriate Assistant Secretary/designee may authorize compensation at the straight time rate.

1. Requests will be submitted using DOC 03-525 Overtime Exempt Additional Compensation Request.

2. Exchange time will not be cashed out during the month of February.

E. Exchange time may be transferred between work units, but not be transferred between state agencies.

VII. Specialty Team Members



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A. Specialty Team members are authorized to receive compensation in addition to assignment pay, which may include standby pay.

1. Team members must receive an assignment that has caused them to work beyond 45 hours in the workweek.
2. Travel time to and from an assignment is compensable.
3. Days off will be determined by the Incident Commander.

B. Qualifying assignments include:

1. Activation by an Incident Commander or the Department Emergency Operations Center, and/or
2. Deployment under an Emergency Management Assistance Compact through the Washington State Emergency Management Division.
  - a. Prior to demobilization, employees must provide contact, payroll, and certification information to the Incident Commander or Team Leader.

VIII. Additional Compensation

- A. The Secretary may authorize standby pay for employees in overtime exempt positions at the rate of \$25.00 per day.
- B. Assignment pay may be granted as outlined by the Washington State Office of Financial Management.
- C. Employees in overtime exempt positions activated by an Incident Commander or the Department Emergency Operations Center may be eligible for critical incident pay at the straight time rate when preapproved by the Secretary.
  1. DOC 03-525 Overtime Exempt Additional Compensation Request will be submitted to request payment.
- D. Shift premium pay for overtime employees, including Lieutenants in WMS positions, will be paid as specified in the compensation plan and consistent with WAC 357-28-190.

IX. Meals and Rest Periods

- A. Employees will be allowed a meal period of at least 30 minutes, which begins no less than 2 hours and no more than 5 hours from the beginning of the shift.



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- B. Meal periods are not considered time worked, unless the employer requires the employee to remain on duty on the premises or at a prescribed worksite. Employees who are required to work a shift without a meal period, but who are able to eat during the work shift, do not receive a meal period.
- C. Employees will be allowed a rest period, on the employer’s time, of not less than 10 minutes and not to exceed 15 minutes, for each 4 hours of working time. Where the nature of the work allows employees to take equivalent intermittent rest periods, scheduled rest periods are not required.

## X. Travel

- A. Travel from official residence to official worksite and return is not considered compensable as time worked or for travel expense purposes, except as provided in applicable laws and/or statutes. Official travel is considered time worked when it is performed:
  - 1. During the employee’s scheduled work hours.
  - 2. Outside the employee’s scheduled work hours and involves custody of an individual to the travel destination. A maximum of 8 hours per day will be deducted for sleep time.
  - 3. Outside the employee’s scheduled work hours and prior approval has been obtained.

### DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Compensatory Time, Regular Rate, Work Shift, and Workweek. Other words/terms appearing in this policy may also be defined in the glossary.

### ATTACHMENTS:

None

### DOC FORMS:

- [DOC 03-022 Overtime Request/Approval](#)
- [DOC 03-138 Alternate Workweek Schedule](#)
- [DOC 03-525 Overtime Exempt Additional Compensation Request](#)