



Authority to require performance of overtime by an appointing authority – Rule 21.1

Agency responsibility to determine exempt / non-exempt status of positions – Rule 21.2

Director’s authority to require certain positions to be compensated as if they were FLSA non-exempt – 21.14

Authority to compensate employees for overtime – Rule 21.3

Methods of overtime compensation – Rule 21.4 (Allows options for methods of compensation; cash payment or compensatory leave options. Note that the rate of compensation is covered in Rule 21.8, not in this rule).

Basis for calculation of hourly rate of pay, when cash payment method of compensation is required or selected – Rule 21.5

Crediting and usage of compensatory leave, when compensatory leave method of compensation is required or selected – Rule 21.6

Definition of “State” Overtime – Rule 21.7

Rate of compensation, non-exempt employees – Rule 21.8 – defines rate at which non-exempt employees **shall or may be** compensated for various conditions.

Rate of compensation – exempt employees – Rule 21.9 – defines rate at which exempt employees **may** be compensated, including option for no overtime compensation for these employees

Caps and Required Payment for overtime earned at the time and one-half rate - Rule 21.10

NOTE: If employee transfers to another state agency or separates from state service, please refer to Rule 21.12

Caps and Required Payment for overtime earned at the hour-for-hour rate – Rule 21.11

NOTE: If employee transfers to another state agency or separates from state service, please refer to Rule 21.12.

Payment or cancellation of compensatory leave upon separation or transfer – Rule 21.12

Exceptions to overtime rules – Rule 21.13