



**Byron P. Decoteau, Jr., Director**

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## HR Handbook Update No. 2025-0005

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**DATE:** August 20, 2025

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Updates to HR Handbook Chapter 21

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**REASON FOR UPDATE:** To provide additional clarification of SCS Rule 21.5(c) regarding FLSA overtime compensation. This offers further clarification when calculating overtime, including other additional pay as part of the employee's wages.

**EFFECTIVE DATE:** August 20, 2025

This notice is to inform agencies of the following updates:

[Chapter 21: Overtime and Overtime Compensation](#)

- [Procedure: Methods of Compensation for Overtime Hours for FLSA Overtime](#)
  - Provided additional clarification to include other additional compensation for Fair Labor Standards Act (FLSA) overtime. Other additional pay, such as premium pay and shift differential, as per FLSA, may be considered when determining an employee's rate of pay at time and a half. This provides more guidance when the calculation includes premium pay and shift differential.

If you have any questions, please contact [Elizabeth Montalbano](#), HR Program Support Division Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director