



**DEPARTMENT OF CORRECTIONS
Employee Services**



Title:	Fair Labor Standards Act	DOC Policy: 20.2.4
Effective:	11/1/24	Supersedes: 6/1/10
Applicability:	Classified (where not in conflict with collective bargaining agreements), management service, executive service, and temporary employees	
Directives Cross-Reference:	State Policy (DAS) CHRO 20.005.20 Fair Labor Standards Act (FLSA)	
Attachments:	CHRO Memo	

I. PURPOSE

The Fair Labor Standards Act (FLSA) defines the duties of employees covered by the act (non-exempt), the duties of employees not covered by the act (exempt) and establishes the criteria for overtime eligibility for non-exempt employees. The department shall comply with the provisions of the Fair Labor Standards Act and Oregon Wage and Hour Laws.

II. POLICY

A. The Department of Corrections has adopted the following Department of Administrative Services (DAS), Chief Human Resources Office (CHRO) policy:

[CHRO 20.005.20](#) – Fair Labor Standards Act

B. In addition to the provisions outlined in CHRO 20.005.20 (1)(b), Lieutenants and Captains shall be eligible for overtime when time worked, including paid time off, is in excess of 8 hours per day or 40 hours per week within the employee’s basic workweek (5 days per week with 8-hour shifts per day). Overtime for Lieutenants and Captains working an irregular work schedule (4 days per week with 10-hour shifts per day) is time worked in excess of the scheduled hours per day or 40 hours per week within the employee’s basic workweek.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: _____signature on file_____
Julie Vaughn, Rules Coordinator

Approved: _____signature on file_____
Heidi Steward, Deputy Director



Oregon

Kate Brown, Governor

Department of Administrative Services

Chief Human Resource Office

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To: Buffy Rider, Human Resources Administrator
Department of Corrections

From: Madilyn Zike
Chief Human Resources Officer

Date: December 7, 2022

Re: Management Service Captains and Lieutenants: Overtime Eligibility

The Oregon Department of Corrections (DOC) has a long-standing practice of allowing management service Captains and Lieutenants to receive overtime when time worked, including paid time off, is in excess of eight hours per day for 40 hours per week within the workweek (5/8). Overtime for Captains and Lieutenants working an irregular work schedule (4/10) receive overtime when time worked is in excess of the scheduled hours per day or 40 hours per week within the workweek.

This memo gives approval to continue the past practice of allowing management service Captains and Lieutenants overtime as described above upon implementation of Workday Payroll.