


## Greenville Technical College Administrative Policies

Policy Name:	Work Period for Law Enforcement		Approved by President
Policy Number:	8-GTC-104	Date Established:	6/30/2017
Date Revised:		Date Removed:	

### Rationale and Purpose

The State of South Carolina in accordance with the Fair Labor Standards Act contains special provisions for determining when overtime is earned by employees in certain job categories such as law enforcement.

### Policy Statement

This policy is intended to determine when overtime is earned by non-exempt employees in law enforcement classifications designated by the classification code "JC", including but not limited to the State title Law Enforcement Officer I. Law enforcement employees must receive overtime compensation in the form of compensatory time, or overtime pay if pre-approved by the College President or designee, for all hours worked over 171 in a twenty-eight day work period.

### Scope

This policy only applies to the JC law enforcement classification for non-exempt employees for determining compensatory/overtime.

### Roles/Responsibilities

Compensation Manager/Human Resources:

The Compensation Manager is responsible for ensuring the accurate conversion of overtime hours to compensatory time.

Chief of GTC Police:

This policy should be administered by the Chief of GTC Police in the scheduling of all non-exempt law enforcement personnel at Greenville Technical College.

Non-exempt employees in the "JC" classification code:

All non-exempt employees in law enforcement classifications designated by the classification code "JC" are required to accurately clock themselves in and out, using the college's automated time and attendance system.

### Non-Compliance

*Failure to comply with/follow this policy may result in disciplinary action up to and including dismissal.*

### If Applicable:

Procedures	<a href="#">Work Period for Law Enforcement 8-GTC-104-1</a>
Forms	
Related Documents	

**If Applicable:**

Associated SBTCE Policies & Procedures	<a href="#">SBTCE Procedure 8-3-108.1</a> [Holidays]
Other Related Links (referenced above)	<a href="#">State Human Resources Regulations - Section 19-708.04</a> <a href="#">Greenville Technical College's Administrative Policy-Procedures 8-2-G512-1 Time and Attendance</a>