

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: Human Resources Managers

Date: November 29, 2002

From: Sharon Barton
Director

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Subject: Personnel Memorandum 03-01
Multiple position employees'
overtime entitlement

An employee working in multiple positions who is paid on an hourly basis for either position shall be considered overtime eligible for both positions, regardless of the FLSA status of either position. Once the employee becomes hourly, the employee shall be considered overtime eligible for all hours worked for the State of Alaska.

All hours worked will be counted towards the overtime entitlement, regardless of the position in which those hours were worked. When the employee works 37.5 hours in a workweek, overtime provisions shall apply. The overtime rate paid must include any applicable shift differentials.

When a multi-position employee works for more than one department, it is likely that the overtime hours will be accrued in different departments. If desired, departments can make arrangements amongst themselves about which collocation code to charge for the premium overtime pay.

Attachment: Index of Numbered Personnel Memoranda, issued November 29, 2002