

TITLE 58
LEGISLATIVE RULE
DEPARTMENT OF NATURAL RESOURCES

SERIES 45
CONSERVATION OFFICERS - SUPPLEMENTAL
PAY IN LIEU OF OVERTIME

§58-45-1. General.

1.1. Scope. -- Legislative rules and regulations relating to granting of supplemental pay in lieu of overtime for conservation officers, not to exceed one hundred seventy-five dollars (\$175) per month.

1.2. Authority. -- W. Va. Code §20-1-7 and §20-7-1(a)

1.3. Filing Date. -- December 30, 1982

1.4. Effective Date. -- January 1, 1983

§58-45-2. General Regulations.

2.1. Work Week. -- Because of the unique responsibilities and seasonal variations of work load, both low and high, and the procedure of officers operating from their residences without daily supervision, the standard work week shall consist of a minimum of forty (40) hours and a maximum of forty-six (46) hours per week. Pay is calculated on the basis of a forty (40) hour week.

2.2. Scheduling. -- Supervisory employees are responsible for scheduling work hours and days for seasonal and/or emergency demands. Normal work scheduling shall be on the forty (40) hour base, and when situations require extra hours, it should be in response to seasonal needs, emergency situations, or special assignments.

§58-45-3. Persons Subject To These Regulations.

3.1. Conservation Officers of the Department of Natural Resources, with the exception of the chief, assistant chiefs, and

captains (Natural Resources Administrator II, III, IV or Conservation Officer IV) shall be compensated, hour for hour, for actual hours worked in excess of forty-six (46) hours per week. The rate of supplemental pay shall be the same as the individual's established hourly rate, not to exceed one hundred seventy-five dollars (\$175) per month.

§58-45-4. Reporting.

4.1. Each district captain shall prepare a standard West Virginia Department of Natural Resources daily time record for each officer that works in excess of forty-six (46) hours in a single work week. The captain may use the weekly activity report submitted by each officer in preparing the daily time record, and the captain shall certify that the hours worked were authorized by him.