

2-8 Ethical Standards and Conduct

2-8.2 Prohibitions

(a) **All employees.** A classified employee shall not do any of the following:

(10) Request or use sick leave [or sick time](#) to engage in supplemental employment.

5-2 Hours of Service

5-2.2 Service Hours toward Benefits

A career employee in the classified service earns credit for hours paid in a biweekly work period for accruing fringe benefits. An employee cannot receive credit for paid service in excess of 80 hours in a biweekly work period. A noncareer employee is ~~not~~ ineligible for fringe benefits [except for sick time as provided in the rules and regulations. A noncareer employee](#) ~~and~~ cannot accrue credit hours toward [other](#) benefits.

5-4 Additional Compensation: Overtime, etc.

5-4.2 Overtime

(a) **Eligibility.** The compensation schedules must identify each classification that is eligible for overtime pay. Overtime pay is paid to eligible employees for time in pay status, excluding sick [leave, and](#) annual leave, [funeral leave, and sick time](#), in excess of 40 hours in a week or as otherwise provided in the regulations.

5-10 Paid Holidays and Leave

5-10.2 Paid Leave

(a) **Leave accrual and accumulation.**

[\(5\) Sick Time. A noncareer employee is credited 1/30 hour of paid sick time for each hour worked.](#)

(b) **Leave use and limitations.**

- (2) **Crediting and use of sick leave and sick time.** An employee is credited with sick leave or sick time in accordance with the compensation plan. An employee may use sick leave and sick time in accordance with the compensation plan. An appointing authority may require an employee to present medical certification of physical or mental fitness to continue working. The appointing authority may require an employee to be examined at state expense by a physician selected by the appointing authority.
- (3) **Other limitations.** Annual, personal, school and community participation, funeral, ~~and~~ sick leave, and sick time cannot be authorized, accumulated, or credited in excess of limits established in the compensation plan.

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9-1 Definitions

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Off-duty Time

Off-duty time means all time outside actual-duty time. Off-duty time includes the time an employee is on a leave of absence from the performance of the employee's public duties as a member of the classified service, including, but not limited to, time on annual leave, personal leave, school leave, sick leave, sick time, union leave, and lost time.