

Subject: Overtime Pay
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POLICY

The ~~nonexempt~~non-exempt employee is eligible for overtime pay and will receive overtime compensation at the rate of one and one-half times their regular hourly rate of pay for all hours actually worked in excess of forty (40) hours in a work week. Actual hours worked less than 40 hours in a work week will be paid at the ~~nonexempt~~non-exempt employee's regular hourly rate. ~~The nonexempt employee may designate hours worked in excess of forty hours in a work week to be paid at the overtime rate or to be banked as compensatory time at the overtime rate. Failure to designate in writing whether the time is to be paid or banked by the nonexempt employee will result in all work time being paid.~~

Only hours actually worked by the ~~nonexempt~~non-exempt employee will be included in computing overtime pay. Time paid but not worked is excluded in computing hours for the purpose of paying overtime pay. This includes, but is not limited to, time paid in any given work week for Annual Leave, Comp Time, Sick Leave, Holiday Leave, Funeral leave, or Administrative Leave. This time cannot be used to exceed 40 ~~hrs-~~ hours pay in a work week. All overtime work by ~~nonexempt~~non-exempt employees must be approved in writing in advance by the ~~immediate supervisor~~Chair and Director and ~~with final approval from the Department Director.~~ Failure to obtain approval may subject the employee to disciplinary action, up to and including termination. In emergency situations where it is unavoidable for an employee to obtain prior approval for overtime, the employee shall contact their ~~supervisor a~~Directors as soon as possible. The Chair retains final authority and may reverse a decision by a Department Director at any time. The Chair holds Department Directors responsible for overtime in their departments, failure to meet overtime guidelines established by the Chair will result in Disciplinary action.

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In order for the Organization to be in compliance with the wage and hour laws, ~~nonexempt~~non-exempt employees are not allowed to perform work "off the clock", ~~without prior approval.~~ For example, if a ~~nonexempt~~non-exempt employee chooses to continue to work at the end of his/her shift to finish an assigned task, the employee must include this time in their work time. The hours are worked ed time and are compensable. ~~Employees cannot accrue compensatory time (comp time) in excess of 40 hours. Employees are urged to consume such earnings as soon as possible. Any compensatory time accumulated over the 40 hour limit will be payable.~~

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Employees classified as "Exempt" under the provisions provided in policy A-5 of this manual, are not eligible for Overtime pay.

Exempt employees are paid a salary for hours worked. The minimum requirement for time is 80 hrs bi-weekly, there is no maximum. The work schedule for Exempt employees will be determined by the Chair, with input from Department Directors and Human Resources. Deviation from the assigned schedule must have approval from the Chair.

Should an Exempt employee work less than 80 hrs in a bi-weekly pay period, the organization shall require them to use available leave time. If no leave time exists, the conditions set forth under policy A-5 prevail.