

Overtime Policy

Definition

In accordance with the Federal Labor Standards Act (FLSA), any non-exempt employee working more than 40 hours per week is eligible to be paid at one-and-a-half times their hourly rate for all hours worked in addition to the standard 40 hours.

The work week begins on _____ at _____ and ends on _____ at _____. Exempt employees are not eligible for overtime and are expected to perform their duties and responsibilities to the full extent of their job description regardless of time invested.

_____ {does not prefer} compensatory time in lieu of overtime.

Authorization

All overtime requests must be authorized by a supervisor no later than _____ days before the overtime is to take place.

Some last-minute exceptions such as _____ may apply. These will be reviewed by _____ and overtime will be awarded based on the merit of the situation.

Supervisors have the right to amend and rearrange an employee's schedule in order to avoid overtime no later than _____ days before the scheduling change. Employees who cannot reasonably accommodate these changes will be subject to disciplinary action, up to and including _____.

Employees may be asked to work overtime at any time, for any reason and are expected to reasonably accommodate this request. Those who do not will be subject to disciplinary action, up to and including _____.

Accrual

An employee may accrue no more than _____ hours of overtime per week.

Paid time off, sick leave, jury duty, vacation, holidays and maternity leave will be paid at _____ but will not contribute toward time worked when considering overtime calculations.

Comp Time

If comp time is used in lieu of overtime, the employee will have _____ days to use or schedule the accrued hours. After that time, comp time will be paid as a monetary transaction.

For more information, please contact:
