

SECTION: Human Resources NUMBER: A-001-01-0006

AREA: General UPDATED: 03/05/2022

SUBJECT: FLSA - Overtime REVIEWED: 03/05/2022

I. PURPOSE

To assure institutional compliance with Fair Labor Standards Act (FLSA), the following overtime policy has been adopted.

II. POLICY

A. Definition

Overtime is the time in excess of 37.5 hours per pay period (Sunday through Saturday) that an employee actually works. Only those employees who are classified as "non-exempt" under FLSA guidelines will be compensated for overtime work.

Non-exempt employees may not volunteer to work without being paid. Supervisors are required to compensate for all hours employees work. Failure to do so may be grounds for dismissal.

B. Authorization

Overtime may be authorized only when it is not possible to adjust staffing patterns and/or employee work schedules to provide essential staffing in the following types of circumstances.

Emergencies: Adverse circumstances of a temporary nature that reduce normal staffing or increase staffing requirements.

Non-emergencies: Situations in which overtime work is considered the best way to make necessary staff available to handle a particular situation.

A department head or his/her designated representative may authorize overtime work in emergency circumstances. A department head must request authorization from the appropriate Vice President or Director in non-emergency situations; the department head must clearly justify the overtime by showing that it is the best means of dealing with the situation.

C. Overtime Compensation - Payment

Employees will receive 1-1/2 times their regular rates of pay for time worked in excess of 37.5 hours per pay period (pay periods runs from Sunday through Saturday each week). Sick leave, vacation, and holiday time are not considered time worked.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: Annually for any federal changes.

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees