POLICY

Non-exempt staff members will be paid overtime in accordance with all legal requirements. Exempt staff members are exempt from overtime pay.

PROCEDURE

Normally, work should be planned and scheduled so that overtime is avoided. Whenever possible, supervisors should give advance notice to staff members expected to work overtime. If a staff member is asked to work overtime, he/she is expected to do so. Failure to work overtime when asked is considered insubordination and will result in disciplinary action up to and including termination.

Overtime must be recorded on the staff member’s Kronos sheet (Service Staff) or time sheet (Non-exempt Staff).

Other Terms and Conditions

Overtime must be approved in advance by the staff member’s supervisor. A staff member who works unauthorized overtime is subject to discipline, up to and including termination.

A staff member is expected to work overtime when requested to do so by his/her supervisor.

Non-exempt staff members may not, under any circumstances, be given compensatory time off in lieu of overtime pay. Exempt staff members do not qualify for compensatory time as they are paid for services rendered, not hours worked.

Paid time off, (e.g., holiday, sick, and vacation) does not count as hours worked for purposes of computing overtime.

1 See DISCIPLINE.