



Overtime

Projects and priorities may require extra work beyond normal working hours. Supervisors determine when overtime is necessary and must authorize any overtime work in advance of the work being performed.

Non-exempt employees receive compensation for hours worked and authorized overtime work as follows:

1. straight time (i.e., regular hourly rate of pay) for all hours worked up to forty hours in any given work week;
2. one and one-half times the regular hourly rate of pay for all hours worked beyond forty hours in any given work week.

Any paid leave hours including holiday, vacation, and sick hours, are not considered hours worked and are not included in the overtime calculation.

The department supervisor will attempt to provide reasonable notice when the need for overtime work arises. However, advance notice may not always be possible.

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