



Procedure Statement:

Overtime (OT) is pay received by a regular employee for working more than 48 hours in one work week.

Definitions:

Overtime (OT) – The 49th and each additional hour of work in a work week.

OT Rate – 1.5 times the regular employee’s regular rate of pay.

Regular Employee - An employee who has been recommended for regular employee status in his/her Probationary review. The employee is hired for an indefinite period of time.

Work week - Saturday to Friday.

Procedure:

Any OT must be approved by the regular employee’s supervisor, before the time is worked.

The Supervisor must get permission from Executive Director before approving.

An employment benefit available to regular employees allows the accumulation of time over and above their regular scheduled hours up to 48 hours per work week.

OT rate is paid for the 49th and each additional hour worked in a work week.

The regular employee must complete a time sheet for OT hours worked and have approved by supervisor.

The approved time sheet must be submitted to the Human Resources Department on or before noon on the Monday of the pay week.

Related Information:

305 Accumulated Time

312 Call in Pay

Contact:

Human Resources Department

Roles and Responsibilities:

Regular Employee

- Get supervisor’s approval before hours worked.
- Accurately complete time sheet, have approved and submitted on time.

Supervisors

- To seek approval from Executive Director
- To approve OT

Executive Director

- To investigate why OT is being requested
- To approve OT if appropriate



Procedure Title: Overtime

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Section: Personnel

Date of Implementation:
April 19, 1994

Human Resources Department

- Receiving OT time sheet
- Calculating and generating OT pay
- Maintaining procedure

Revision History:

March 1998, March 1999, February 2002, October 2004, July 2005, May 2012, March 2013, March 2017