

## OVERTIME

1. The Fair Labor Standards Act states that overtime is determined only after an employee works (with his/her supervisor's authorization) over 40 hours in a designated work week. A work week is defined as any continuous 168-hour period. Work is defined as time on the job, and does not include paid time off (i.e. personal leave, holiday time off, sick time, vacation time, etc.)

2. ~~The Director and supervisory, professional and managerial employees~~ **Exempt personnel** may be permitted compensatory time off on an hour for hour basis.

3. ~~Compensatory hours can be taken by reducing work hours in another day within the work week, or within the following work week. If compensatory time is not taken within this time frame, the employee will be granted compensatory time off at the rate of one and one half times the overtime hours worked, or paid at one and one half times their hourly wage for the overtime hours worked, within that pay period.~~

**All overtime must be approved in advance by the Director. All non-exempt employees must reduce their hours worked on another day within the same workweek if the additional time worked would put their workweek over 40 hours.**

4. All employees (except the Director) are subject to the same reporting requirements i.e., completion and submission of time sheets for reporting overtime accumulation and compensatory time usage every 40 days, as well as reporting it on the official bi-weekly time sheets.

5. Staff members (except the Director) terminating employment shall be paid for no more than 40 hours of accrued compensatory time. No overtime hours will be approved after official notification of termination/resignation. Under no circumstances will compensation be paid for unused compensatory time upon the separation of the Director.