

## **OVERTIME: NON-EXEMPT EMPLOYEES**

### **PURPOSE**

To provide guidelines to administer overtime pay in compliance with applicable federal and state wage and hour regulations.

### **SCOPE**

This policy applies to The Center for Family and Child Enrichment non-exempt employees.

### **POLICY**

The Agency's pay policy conforms to overtime provisions of the Federal Fair Labor Standards Act and applicable state laws. Exemption from these provisions will be claimed for an employee's duties and responsibilities when they meet the requirements for such exemption.

### **PROCEDURES**

Overtime pay policy for employees includes the following principal elements:

Non-exempt employees will be paid straight time for all hours worked through forty hours in one week

Non-exempt employees will be paid time-and one-half for hours worked in excess of forty hours in one week. Compensatory time off in lieu of overtime payment will not be granted.

Paid time off for holidays, vacation, sick leave or any leave of absence will not be considered hours worked.

Overtime and Holiday work by non-exempt employees must be authorized in advance.