

Administrative Procedure

October 13, 2009 Adopted

305 OVERTIME PAY PROCEDURES

I. Purpose

Employees whose position is not exempt from the overtime provisions of the Fair Labor Standards Act shall be eligible for overtime compensation of time and one-half for actual hours worked over forty hours per week.

II. Procedure

- A. **Overtime hours must be approved in advance.** All overtime hours must be approved in advance by the employee's supervisor. However, supervisors cannot exceed the annual budgeted appropriation for salaries without requesting a budget adjustment from the business office.
- B. **Work Week Adjustments.** Employees and supervisors are expected to adjust an employee's work week schedule whenever possible to avoid hours worked outside of normal work hours and overtime liability.
- C. **Compensatory Time.** Compensatory time is encouraged in lieu of paying time and one-half in accordance with the provisions of bargaining unit agreements.