

HUMAN RESOURCES POLICY

POLICY TITLE: OVERTIME PAY

POLICY NUMBER: HR IX - 920*

PURPOSE: To appropriately compensate non-exempt employees who work overtime to provide essential services or when necessary to provide proper care to patients.

Eligibility

Non-exempt employees, as defined by the Fair Labor Standards Act, are paid overtime pay when they work more than forty (40) hours per week (regardless of the hours worked in any one day). Exempt employees are not eligible for overtime pay.

Authorization Required

All overtime must be authorized in advance by the supervisor and/or department head.

Compensation

Overtime for all non-exempt employees is compensated at the rate of one and one half times the employee's regular rate of pay.

Vacations, sick leave, and holidays are not considered hours worked for the purpose of overtime calculation.

EFFECTIVE DATE: October 14, 1986

APPROVED BY: 
ED PIPER, Ph.D.
CEO

REVIEW DATES: 10/87, 10/93, 1/97, 8/01, 7/05

REVISION DATES: 7/89, 10/89, 12/91, 4/92, 8/99, 7/05

* Formerly Policy No. 102-40