

3.7(1): Overtime

This policy applies to employees in non-exempt positions.

POLICIES AND PROCEDURES

All scheduling and payment of overtime must be authorized by department directors or designees. Compensatory time off at the overtime rate may be granted in lieu of overtime pay at the discretion of department directors. Please refer to the Compensatory Time Policy 3.6(1) for the policies and procedures regarding compensatory time.

Payment of overtime to all eligible employees shall be at the rate of one and one-half ($1\frac{1}{2}$) times the regular hourly rate (i.e., a regular hourly rate of \$8.00 per hour shall be paid at \$12.00 per hour) for all hours worked beyond forty (40) hours per workweek. Only regular hours worked and scheduled holidays shall be used for the purpose of computing overtime. All other forms of pay for time not worked are excluded.