



Category

2-23 Overtime

Approval

LC Approved:
Effective Approved:7/1/2012
Revised:
Responsible Party: Executive Director of Human Resources

Overtime

Policy Statement

To meet the College’s staffing needs, employees may occasionally be required to work overtime. Employees are expected to cooperate unless prior approval for not working overtime has been obtained. No overtime is permitted unless requested or approved by your supervisor. Nonexempt employees who work more than 40 hours in a work week will be compensated for all hours worked in excess of 40 hours at an overtime pay rate.

Overtime is considered a condition of employment, and refusal to accept it is cause for discipline, up to and including termination. Employees who fail to obtain approval prior to working hours that extend beyond their normal schedule in a workweek will be subject to disciplinary action up to and including termination. Supervisors who authorize staff members to work overtime without prior approval from a Vice President or Executive Director may be subject to disciplinary action up to and including termination.

Approved paid absences, including but not limited to PTO, holiday leave, jury and witness duty, funeral/bereavement leave, and voting time off, are not counted as hours worked for the purposes of computing overtime.