

PROCEDURE NO. 4-10-18

ISSUED: 06-20-90

REVISED: 06-01-26

REVIEWED: 06-01-26

SUBJECT: Overtime, Applicable to Non-Supervisory/Management Staff

PURPOSE: To carry out the mandate of Office of Human Resource Policy No. 4.

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Overtime work is to be kept to a minimum and utilized only when necessary for the benefit of the organization. Employees who work overtime shall be compensated either by time off in the same pay week or by paid overtime.

Prior Approval Requirement: In situations when overtime is necessary, prior verbal approval should be obtained from immediate Supervisor, Department Head or designee.

Overtime Cap: Effective 6/1/26 employees will be capped at 16 hours of overtime per week, unless otherwise approved by the immediate supervisor or designee due to undue hardship.

Rate of Compensation: Paid overtime will be in compliance with Federal Wage and Hour Law. This is currently one and one-half times the employee’s regular rate.

Overtime in Emergency: Staff at Woodhaven will be expected to accept overtime assignments in emergencies.

Time off Within the Same Pay week: Employees who work extra unscheduled shifts will be scheduled off at other times during the pay week if staffing allows. This time off is on an hour for hour basis.

Recording Overtime Worked: Overtime to be paid is to be recorded according to the established payroll system.

ETO and Overtime: ETO and Overtime will not be paid in the same week. ETO is only utilized to bring employee’s hours up to their current scheduled shifts.

Approved by: _____ Date: _____

Human Resource Director