



Series 1200 Human Resources

Policy Name Overtime

Policy Number 1239

Origination Date 11/01/2013

Revision Date: July 1, 2018

Regulation N/A

Attachment: N/A

Policy: Communities Connected for Kids complies with overtime payment as defined in the Fair Labor Standards Act.

Procedure:

1. All non-exempt employees will be paid at time and one half for all hours worked in excess of 40 per pay week. The pay week is defined as Sunday 7:00 a.m. through Sunday 6:59 a.m.
2. Only actual hours worked are included when calculating weekly overtime. Any time-off benefits used are not counted.
3. Compensatory time is not authorized for use at any time.
4. The employee's supervisor must approve all overtime.
5. Employees may not work in excess of 24 hours overtime per pay week. Written approval must be obtained for exceptions to this procedure, in advance whenever possible, from the Chief Executive Officer. If advance approval is not possible, written approval must be obtained as soon as possible after the additional overtime has been worked.
6. Payroll will monitor time submitted to ensure these guidelines are met. When time is submitted beyond these limits, payroll will notify Human Resources, who will in turn notify Program Management. Recurring violations will be brought to the attention of the Senior Management and may result in disciplinary action for employees and supervisors.



Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018