Overtime and Double-Time

To help you understand how overtime and double-time pay are calculated, please refer to the guidelines below. The overtime rules that apply to you may vary based on your position.

Pay Rates

Pay Type	Calculation	Example: $20.00 Regular Rate
Regular Time	1 × regular hourly rate	**$20.00/hour**
Overtime	1.5 × regular hourly rate	**$30.00/hour**
Double-Time	2 × regular hourly rate	**$40.00/hour**

When Does Overtime Apply?

Depending on your position, overtime may be earned:

- **After 8 hours worked in a day**, or
- **After 40 hours worked in a workweek**

Overtime may also apply to **Saturdays**, depending on your position and applicable work schedule.

When Does Double-Time Apply?

Double-time may apply to:

- **Sundays**
- **Holidays**

The application of double-time may vary depending on your position.

Important Reminder

Overtime and double-time eligibility and rates are based on the requirements applicable to your specific position. If you are unsure which overtime or double-time rules apply to you, please contact Payroll or your supervisor for clarification.