OVERTIME

The Chief Executive Officer or designee will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include licensed and non-licensed job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

The workweek for employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime.

A non-exempt employee shall not work overtime without his or her supervisor's express prior approval. Non-exempt employees who work unauthorized overtime may be subject to discipline, up to and including termination. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Chief Executive Officer or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Hours worked shall be submitted to the business office. Only actual hours worked count towards computing weekly overtime. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Chief Executive Officer or designee.

Board Adoption Date: December 19, 2016.

Revised: April 6, 2022.

Revised-Approved Date: May 9, 2022.