

Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Employees who work overtime without receiving prior authorization from the Supervisor/Manager may be subject to disciplinary action, up to and including possible discharge.

Revision #1

Created 23 April 2026 05:12:18 by Ellaine Aranas

Updated 23 April 2026 05:14:17 by Ellaine Aranas