

Overtime Pay

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. For nonexempt employees, hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek, whichever results in the greater payment of wages, are paid at one and one-half (1 1/2) times the employee's regular rate. When a nonexempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. The established workweek begins at 12:01 a.m. on Monday and ends at 12:00 a.m. on Sunday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted. All overtime hours, including signing in early, shortened lunch periods, and time worked beyond that of the employee's scheduled shift, must be approved by the direct supervisor. All changes to the worked schedule should be discussed and approved ahead of time with your supervisor. The time sheet must reflect all overtime hours, indicate the reason, and include the name and signature of the approving supervisor. Unapproved overtime is considered a serious violation of Church policy that can be subject to disciplinary action. By submitting time sheets an employee is verifying that the hours were in fact worked.

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