



SUBJECT:	Overtime
POLICY NO:	VI:12
APPLICABLE TO:	Non-Exempt Employee
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

POLICY:

It is HHRI's policy to compensate employees in compliance with the Fair Labor Standards Act (FLSA), applicable state wage and hour laws, and company policies. Therefore, employees working in positions classified as non-exempt will receive overtime pay at one and one-half (1½) times their regular hourly rate of pay for time worked in excess of 40 hours in a workweek.

HHRI's standard workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday.

Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, including discharge.

A. Overtime Eligibility

1. Full-time and part-time non-exempt employees receive overtime pay for any hours **worked** in excess of forty (40) hours in a workweek.
2. Paid absences are not counted as time worked for purposes of computing overtime. Paid absences include, but are not limited to holiday leave, sick leave, vacation leave, funeral leave, FMLA, voting time off, military leave, and Jury Duty or Witness leave.
3. Employees working in positions classified as exempt are not entitled to receive overtime pay.

B. Overtime Authorization

1. Overtime must be authorized in advance by the employee's immediate supervisor. While HHRI is required to pay unauthorized overtime, working unauthorized overtime is in violation of this policy and may lead to disciplinary action, including discharge.
2. Non-exempt employees are prohibited from performing any "off-the-clock" work, meaning work the employee performed but failed to report on their timesheet.

C. Mandatory Overtime

1. There may be times when business conditions require management to mandate employees work extra hours. Every effort will be made to provide employees with as much notice as possible; however, business demands may not always allow such notice.
2. Any employee who unreasonably refuses to work extra hours may be subject to disciplinary action, including discharge.

D. Working in More Than 1 Position

When an employee works in more than one position, their online timesheet should indicate the number of hours for the specific position by clicking on "Add a Shift" within their timesheet and changing the position that the shift is allocated to in the position drop-down.