



Overtime Policy

Purpose

The purpose of this policy is to control the labor costs for Louisburg College by managing the expense of overtime pay to nonexempt employees. Employees must be paid for all time worked, but employees must first be approved to work overtime hours.

Compliance

Louisburg College will pay time and a half to nonexempt employees who exceed 40 hours worked in a workweek. The workweek begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday.

Paid time off such as holiday, sick, and vacation pay, does not apply toward time worked.

Although employees are normally scheduled for a 37.5-hour workweek, overtime hours do not commence until the employee exceeds 40 hours in a workweek.

Overtime Approval

Managers are required to obtain approval from the College President prior to the use of overtime except for emergencies. Employees who anticipate the need for overtime to complete the week's work must notify their supervisors in advance and obtain approval prior to working hours that extend beyond their normal schedule. Additionally, supervisors will receive a notification through ADP when employees are nearing this hour limit.

Adapt Work Schedule or Use of Overtime

For labor-intensive situations such as Hurricane Prep Days, student events, and commencement, managers may require employees to reschedule their work hours or work extended hours that result in overtime. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination.

Consequences of Overuse of Overtime

Managers who authorize staff members to work overtime without prior approval from the College President may be subject to disciplinary action. Louisburg College cannot continually rely on the use of overtime hours to complete a week's work without it being deemed extenuating circumstances.

Consequences of Unauthorized Overtime

Employees who fail to obtain approval to work hours that extend beyond their normal workweek will be subject to disciplinary action, up to and including termination. These consequences will also apply to employees who falsify their timesheets.