Policy Statement:
The Department of Labor and the Fair Labor Standards Act require that non-exempt employees be paid overtime for all hours worked over 40 in a work week. The federal laws that govern employee’s duties and responsibilities are provided to protect employees whose job duties are “non-exempt.” Supervisors and Managers are expected to ensure that all employees generally work a 40 hour work week and that overtime hours are limited to emergencies or other necessary operational needs and all overtime hours are approved in advance.

Procedure:
The overtime pay policy at PHS conforms to the overtime provisions of the Federal Fair Labor Standards Act (FLSA). Exemptions from these provisions shall be claimed for an employee only when it can be established that the employee’s duties and responsibilities meet requirement for such exemption.
It is the goal and policy of PHS that supervisors/managers maintain employee’s time worked at the 40-hour week standard except in cases where excessive hours are essential because of weather conditions, necessary PHS activity, or emergencies.

- Non-exempt employees are paid straight time for hours worked up to forty hours in one work week, and are paid time-and-one-half for hours work in excess of forty hours in one week.
- Paid Time Off (PTO) and time given for holidays, leave without pay, and any other types of leave will not be considered hours worked.
- The supervisor/manager or department head must authorize all overtime worked by non-exempt employees in advance except in rare instances where it is required to insure proper patient care, during emergencies, or because of inclement weather conditions.
- All overtime indicated in time and attendance system will be paid.
- Employees who work overtime without prior authorization from their supervisors will be subject to disciplinary action.
- Premium Pay or Rate 3 is paid for all Saturday work.

References:
Employee Handbook page 27

Policy Cross References: