

## **Overtime**

There may be times when you will need to work overtime so that we may meet the needs of the company or our clients. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your supervisor.

Non-exempt employees will be paid at a rate of time and one-half their regular rate of pay for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime. Paid time off of any kind will always be paid at your regular rate.

If you have any questions concerning overtime pay, check with the Operations Department or Human Resources.