Summary - To meet the operational needs of the association, an employee may be required to work beyond the employee's normally scheduled work hours.

Authorization - A non-exempt employee must receive authorization from the employee's supervisor before working beyond the employee's scheduled work hours. To meet job requirements an exempt employee often works beyond the Association’s regularly established office hours and does not need supervisory approval before working these additional hours.

Compensation for Non-Exempt Employees - A non-exempt employee who works beyond the employee's normally scheduled work hours receives the employee's base rate of pay for each additional hour paid, up to 40 hours during the workweek. Overtime compensation is provided for all hours paid in excess of 40 during a workweek. Overtime pay is calculated at 1 1/2 times the employee's regular rate of pay.

Compensation for Exempt Employees - In accordance with federal and state regulations, an exempt employee is paid for the job they do not the time they work, thus there is no concept of overtime pay applicable. Exempt positions require an employee to maintain flexibility with regard to work hours and schedules. Periods of high work demands should be discussed with an employee’s supervisor to resolve any work/life issues. **There is no compensatory arrangement for hours worked beyond 40 in a week.**

Compensatory Time (for Non-Exempt Employees) – Compensatory time may be taken or provided in the same work week to ensure that hours remain at the normal level for that week. For hours worked over 40 in a workweek, an employee may be granted equal time off in the second week of the pay period at the rate of one and one-half hours for each overtime hour worked in the first week of the pay period. Both situations require the approval of the association director or designate. The Fair Labor Standards Act (FLSA) does not allow any other compensatory time outside of the pay period worked.

Work Time For Non-Exempt Employees - Non-exempt staff who travel as part of his/her position, work a 24 hour shift during fair or other chaperoning activity, attend association required training or courses, travel to such training or courses or travel includes an overnight stay are responsible for correct recording of work time. A non-exempt employee may NOT volunteer for activities that are the same or similar to the accountabilities of his/her position with the association. The association payroll representative or designate is available to work with you in order to accurately record time worked in these unusual situations.

Disciplinary Action – A non-exempt employee who works or takes paid leave beyond the employee's normally scheduled work hours in a work week without authorization may be subject to disciplinary
action, up to and including termination. An employee’s failure to work overtime hours that have been requested by the employee's supervisor may result in disciplinary action, up to and including termination.