



*Date Approved:* August 29, 2016 .....

*Approved By:* Bethel Lutheran Church Council .....

**Title: Overtime Policy**

**Purpose:** The purpose of this policy is to insure that Bethel Lutheran is compliant with FSLA overtime rules.

**Compliance:** Bethel Lutheran Church and School will pay time and a half to nonexempt employees who exceed 40 hours of work time in a workweek.

Exempt employees are eligible for overtime only if they do not meet the salary threshold outline by FSLA rules dated December 1, 2016. These rules do not apply to teachers and ministry workers.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

Paid leave, such as holidays, sick, FMLA, military leave, jury and witness duty, funeral/bereavement leave, voting time or vacation pay does not apply toward work time.

Bethel Lutheran does not allow compensatory time for exempt or nonexempt employees.

**Overtime Approval:** 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 extends beyond their normal schedule.

At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

