

## ***WORK CONDITIONS AND HOURS***

### **OVERTIME**

Bona fide executive, administrative, and professional employees are not eligible for overtime compensation. A list of such positions (Exempt Employees) is maintained in the Human Resources Office.

When operating requirements or other needs cannot be met during regular working hours, nonexempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Supervisor's prior authorization (except in the event of an emergency). Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid in accordance with Federal and state laws to all nonexempt employees at the rate of one and one-half times straight-time rate for all hours over 40 in a workweek.

Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The work week shall begin at 5:01 p.m., Friday, and terminate the following Friday at 5:00 p.m. Note: The start and end times for work weeks are scheduled to change during the Spring of 1996.