

<b>Policy title</b> Overtime	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Board of Governors

## Policy statement

### Overtime policy for nonexempt employees:

- Nonexempt employees are subject to the Fair Labor Standards Act. Nonexempt employees receive overtime pay (1 1/2 times regular hourly wage) for hours worked in excess of forty work hours in any work week.
- Overtime work must be authorized in advance by the immediate supervisor.
- The University standard work week is from 12:01 a.m. Sunday through Saturday at midnight.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.