

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: June 20, 2002

REVISED:

	<p style="text-align: center;">530. OVERTIME</p> <p>1. Authority In order to ensure compliance with applicable federal law regarding payment of overtime and consistent treatment of all employees subject to the law, the Joint Operating Committee adopts this policy.</p> <p>2. Guidelines In accordance with the Fair Labor Standards Act and this policy, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees.</p> <p>Overtime accrues only when a nonexempt employee performs work within the same job classification; when employees at their option agree to perform occasional or sporadic work within a different job classification, such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor and Administrative Director.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours in one week.</p> <p>Cafeteria personnel who work more than the number of hours, including part-time personnel, for an approved work day in preparing for, serving, and cleaning up after banquets shall be paid for those hours at one and one-half (1½) times their approved hourly rate. Cafeteria personnel who work at banquets, on days when students are not in attendance, shall be paid at one and one-half (1½) their approved hourly rate.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in center records and provided by law. Time off for holidays, sick leave, personal leave, nonreimbursable absence, bereavement leave, vacation, and other similar reasons will not be included when computing overtime.</p> <p>Time worked on a Saturday, Sunday, or holiday shall be compensated at the regular hourly or daily pay, unless more than forty (40) hours have been worked that week.</p>
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