

<b>Policy number:</b> IV-6	<b>Subject:</b> OVERTIME COMPENSATION & CALL PAY
	<b>Revision:</b> none
<b>Approved:</b> Agency Board:	August 8, 1995
Policy Council:	August 23, 1995

**Objective:**

To provide additional compensation for non-exempt employees who are required to work in excess of the normal work week. Exempt employees are qualified by reason of education or job complexity and earn compensatory time or reschedule hours as professional status and the position dictates.

**Policy:**

Staff non-exempt employees who work in excess of (40) forty hours in any work week shall be compensated at the rate of (1 ½) one and one-half times the overtime worked through either compensatory time off or overtime pay. Overtime worked by non-exempt employees must be recorded and compensated in accordance with the Fair Wage and Hour regulations.

Overtime work ( if required) will be assigned to qualified employees in the job classification on a rotating basis and as equally as possible. Employees must not work overtime without supervisory approval, and to not “donate” their time.

Head Start employees who wish to donate time to the Head Start program as an in-kind contribution must be careful that such time is not part of any regular duties and would not be paid for, or allowed as part of their regular duties. Employees are cautioned to not work overtime without supervisory approval.

An employee who reports to work and is sent home because of a lack of work shall receive a minimum of (4) four hours pay at his/her regular hourly rate, unless he/she has been previously notified not to report to work.

**Procedure:**

All supervisors are responsible for ensuring that time records are kept on each non-exempt employee and that overtime compensation is granted when appropriate. Time records should be retained for at least (3) three years.