

Overtime Policy

Overtime Eligibility

Government regulations allow supervisors to require employees to work beyond normally scheduled hours. Although advance notice is given when feasible, this is not always possible. All Non-Exempt Employees must have verbal supervisory approval before working overtime. This category includes all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act and any applicable State laws. (Please refer to the earlier descriptions of Non-Exempt and Exempt Employees for more clarification.) Because unauthorized overtime is against Foundation policy, employees who work unauthorized overtime are subject to discipline that may include termination.

Although Chico State Enterprises (CSE) projects may utilize other work schedules as provided by law (and with prior approval of the Foundation Administration Office), the normal work schedule is eight hours per day, forty hours per week. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted: time off with pay for any reason (e.g., holidays, vacation or sick leave) will not be deemed hours worked when calculating overtime. CSE provides compensation for all overtime worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of 8 hours in one workday or 40 hours in one workweek will be treated as overtime. A workday normally begins at midnight and ends 24 hours later. A normal workweek begins each Sunday at 12:01 a.m. and ends at midnight the following Saturday.
- Compensation for hours in excess of 40 for the workweek, or in excess of 8 but less than 12 for the workday, and for the first 8 hours on the seventh consecutive day of work in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay.
- Compensation for hours in excess of 12 in one workday and in excess of 8 on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

Worked holidays are treated the same as any other day in figuring overtime pay.

An Exempt Employee will receive full salary for any week in which he/she does any work, in accordance with the pay requirements of the Fair Labor Standards Act. Exempt Employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to Exempt Employees.