



## **Overtime Policy**

At times, business requirements cannot be met during regular work hours. When this happens, you may be required to work overtime. Refusal to work overtime when requested may result in disciplinary action. Management will make every effort to schedule overtime in advance. The control of overtime, as well as the equitable distribution of it, is the responsibility of your supervisor or manager.

Non-exempt team members are eligible for overtime. Overtime is defined by the hours a team members works in excess of 40 hours during the workweek (or 8 hours a day or 12 hours a day as governed by state or local law). Overtime hours are paid at a rate of one and one-half times the non-exempt team member's regular hourly rate of pay. If a non-exempt team member uses benefit hours (e.g., Vacation, Sick Pay) these hours are not included in the calculation of overtime. Non-exempt team members working on a company holiday will receive Holiday Pay, in addition to regular pay, for the hours worked on the Holiday but the hours are not included in the calculation of overtime.

Management must authorize all overtime in advance. Team members who work overtime without receiving prior authorization will be paid for all hours worked, but may be subject to disciplinary action for failing to obtain prior approval.