

**3358: 14-3-06 Overtime.**

Statement of purpose: overtime compensation policy that complies with the Fair Labor Standards Act .

- (A) Staff who are defined as non-exempt in current wage-hour regulations as they apply to the college are eligible for overtime compensation.
- (B) Overtime is generally defined as hours outside regularly scheduled hours and above and beyond the full-time workweek of forty hours.
- (C) The rate of overtime compensation will be one and one-half times the employee's regular rate of pay.
- (D) The appropriate manager must approve overtime in advance of the work. No overtime eligible employee shall begin work prior to his or her scheduled work hours or continue to work after his or her scheduled work hours or during a scheduled lunch period without advance approval by the appropriate manager.
- (E) Employees are expected to work overtime when requested by their managers, especially during an emergency situation or during peak periods such as before semesters.
- (F) Assignment and payment for overtime shall be in accordance with procedures adopted by the school support personnel agreement – Northwest state community college and Northwest state community college education association.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

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Certification

03/04/2015

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Date

Promulgated Under: 111.15  
Statutory Authority: 3358  
Rule Amplifies: 3358