



POLICY:

Chatham Area Transit Authority will compensate non-exempt, administrative level employee who work overtime hours in accordance with the applicable state and federal laws. It is the intent of Chatham Area Transit's overtime policy to comply with the Fair Labor Standards Act (FLSA).

State and federal law dictates overtime pay practice. In cases where the state law is more favorable to the employee, it will supersede federal law. Overtime will be paid at a rate of one and one-half (1-1/2) the normal hourly rate for all hours worked in excess of forty (40) hours in a work week, unless precluded by state law or a labor agreement.

All overtime must be approved by a supervisor or manager prior to it being worked. Overtime work may be voluntary or assigned by the supervisor and is then mandatory. Employees who work overtime without authorization will be paid but will be counseled accordingly. Time off in lieu of paying overtime should never be given. Department managers are urged to minimize authorized overtime work by nonexempt staff.

Non-working hours for which an employee is entitled to be paid (paid time off, holidays, bereavement, jury duty, worker's compensation, etc.) will not be considered as time worked for the purpose of computing overtime.

APPLIES TO:

All non-exempt, administrative employees of Chatham Area Transit Authority.