



Overtime Pay

[Owner: Office of Human Resources]

Overtime

The Diocese neither expects nor requires overtime work on a regular basis. All hours to be worked by non-exempt employees in excess of the regular work schedule in a workweek must be approved in advance by the supervisor. If an employee works unapproved overtime, the time must still be compensated; however, continued unapproved overtime work is subject to disciplinary action up to and including termination. Non-exempt employees may not elect to work through coffee breaks and/or lunch to accumulate overtime, nor to shorten the work day.

The workweek begins on Wednesday at 12:00 a.m. and ends on the following Tuesday at 11:59 p.m.

Non-Exempt Employees -

The Diocese provides overtime compensation to non-exempt employees in one of the following ways depending on the number of hours worked:

- Hours of work through 40 per workweek are paid at the straight time rate;
- Equal time off can be provided in the same workweek to avoid the need for paid overtime;
- Hours of work in excess of 40 per workweek are paid at 1 ½ times the regular rate.

Non-productive paid time (*i.e.*, holiday, vacation, sick, paid time off, etc.) is not counted as actual work time for the purposes of overtime pay.

In order to meet the federal timekeeping and overtime pay requirements, overtime pay earned in a particular workweek will be paid on the regular pay day for the pay period in which the wages were earned. All hours worked must be documented through the electronic timekeeping system.

Exempt Employees

Exempt employees are exempt from the overtime regulations and will not receive overtime pay. It is understood that the nature of their jobs will sometimes call for more than a 40-hour week (*e.g.*, some evening or weekend work). As such, they are expected to work the time needed to accomplish their job.