

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 203</p> <p>Page: 1 of 1</p> <p>Subject: Overtime Provisions for Non-exempt Employees</p> <p>Revised: October 24, 2002</p>
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Overtime Provisions for Nonexempt Employees

Overtime is time worked by a non-exempt employee that is in excess of 37.5 hours per week. The employee's regular pay rate will be paid for hours worked from 37.5 hours per week up to 40 hours per week. Time-and-one-half will be paid for hours worked over 40 hours per week.

- During any week in which holiday or emergency leave occurs on an employee's regularly scheduled work day, such leave will be considered as time worked in computing the 40 hours.
- No other paid leave constitutes time worked for purposes of computing overtime pay.
- Working through a paid fifteen minute break period does not constitute additional time worked for the purposes of calculating overtime.

All overtime must be approved in advance by the supervisor. Employees may not voluntarily work overtime. It is the responsibility of the supervisor to ascertain that the reported overtime was actually performed both as to dates and total hours.

Employees may be required to work overtime. Failure to work required overtime may result in disciplinary action. In addition, working overtime without prior authorization may result in disciplinary action.