Policy title Overtime	**Category** Human Resources
Owner Human Resources	**Approved by** Board of Governors

Policy statement

Overtime policy for nonexempt employees:

- Nonexempt employees are subject to the Fair Labor Standards Act. Nonexempt employees receive overtime pay (1 1/2 times regular hourly wage) for hours worked in excess of forty work hours in any work week.
- Overtime work must be authorized in advance by the immediate supervisor.
- The University standard work week is from 12:01 a.m. Sunday through Saturday at midnight.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.

Last revised date
January 17, 2020