

Overtime

Overtime is any time worked over 40 hours a week. For all overtime worked, [Employer] pays eligible employees one and one-half (1.5) their regular pay rate.

[Eligibility for Overtime

Non-exempt employees are eligible for overtime pay. Exempt employees are not eligible for overtime pay.

Please contact [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] if you have questions regarding your overtime eligibility.]

[Notice to Work Overtime

[Overtime hours are provided “as needed” by the employer and are not guaranteed.]

[Your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] will try to provide reasonable notice to you if you are needed to work overtime. Please know that situations may arise making reasonable notice difficult to provide, however.

[An unreasonable refusal to work overtime can lead to discipline [and will be taken into consideration during performance reviews and allotting overtime hours in the future].]

[Approval to Work Overtime

[Employer] pays for all overtime that is worked. Working overtime without prior approval or knowledge from [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] may lead to an investigation as to why overtime was worked. [Working overtime without prior approval or management’s knowledge may lead to curtailing future opportunities to work overtime.] No matter whether approval is sought or not, overtime worked will be compensated at the overtime rate regardless of the circumstances.]

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department e.g.] [or the President, CEO e.g.]