3.1 – Policy on Overtime

**Purpose**

Through this policy Wesley College (“Wesley” or the “College”) seeks to establish a policy on Overtime Pay.

**Applicability**

This Policy applies to all Wesley College staff.

**Policy Statement – Nonexempt/Hourly Employees**

Overtime shall be approved in advance by Directors and the Cabinet Officer of the area whose budget is being charged. Authorization to work overtime will be made in writing to the employee(s) outlining the hours of work and work to be performed. Working overtime without pre-authorization is not permitted. Overtime shall be compensated at the appropriate overtime rate in accordance with the Fair Labor Standards Act and this policy.

Overtime is time worked that exceeds 40 hours on pay status in a work week. Employees shall be compensated at the straight-time rate for hours of overtime not exceeding 40 hours of actual work in a work week, and shall be compensated at the premium rate of 1-1/2 times the regular rate of pay for hours worked which exceed 40 hours of actual work in a work week, not simply hours on pay status in a workweek.

A timesheet must be submitted to the Payroll Office approved by the supervisor verifying the overtime hours claimed. This timesheet must be submitted to the Payroll Office no later than six business days prior to date of pay to ensure adequate time for processing.