

**PERSONNEL
EXTRA PAY FOR EXTRA WORK/OVERTIME**

Overtime

Overtime duties and schedules shall be assigned and approved in advance by Department Directors and/or Supervisors. Support staff shall be compensated for overtime hours at their hourly rate of pay up to and including the 40th hour worked in any one work week. For hours beyond the 40 hours Monday through Friday, and for hours worked beyond the 40 on any Saturday, support staff shall be compensated at 1 1/2 times their hourly rate of pay. For hours worked on Sunday they shall be compensated at 1 1/2 times their hourly rate of pay unless they have already worked a minimum of five hours of overtime on Saturday in the same week, in which case they shall be compensated at twice their hourly rate. For any hours worked on a holiday listed in the Association calendar, support staff shall be compensated at 1 1/2 times their hourly rate of pay. Overtime on Sundays and holidays shall only be approved in exceptional/emergency situations.

Overtime shall be paid to the nearest quarterhour increment. A dinner allowance shall be paid to support staff after a 10hour workday in the event that a meal is not otherwise provided by the Association.

Authority: BD 5/79

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