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## Overtime policy and procedure pdf

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[Company Name]

### Overtime Help: Regular Rate Checklists and Policy Guidance (Sample)

The following document contains three parts relating to overtime pay. The first two parts are alphabetical listings of the types of pay that are included (first list below) and that are excluded (second list below) from computing the regular rate. The final part of this policy is a series of tips for setting up your overtime policy.

All payments given to an employee as remuneration for employment must be included in calculating the employee's regular rate, except those which the federal Fair Labor Standards Act specifically says may be excluded.

Of course, if a payment isn't compensation for employment, then it's not a part of the employee's wages. On the other hand, if a payment is excludable by the FLSA, then it may be ignored when figuring the employee's regular rate and overtime pay, even though it's remuneration for employment.

This chart isn't all-inclusive. Although it's an extensive listing of payments that will be confronted in payroll computations, any other payment that is remuneration for employment and not a statutory exclusion must be considered as wages, just as any other payment which qualifies for a statutory exclusion may be eliminated from the wage category.

(1) Employee payments that must be included in calculating regular rates

**Absence pay if absence is:**

1. For personal reasons
2. For Christmas shopping (unless customary in industry or area)
3. For visit with friend passing through town
4. To obtain mortgage on home

Board and lodging furnished by employer if not excluded under union contract

### Bonuses for:

1. Accuracy of work
2. Attendance
3. Continuation of employment relationship
4. Production
5. Quality of work

**Extra Hours and Overtime Policy**

The College recognizes that additional work beyond an employee's work week may be required occasionally to meet departmental needs.

The National Fair Labor Standards Act (FLSA) mandates that all FLSA employees are paid for all hours worked. The FLSA defines an employee as "any individual employed by a college or university, whether or not the individual is a full-time student, and whether or not the individual is a member of the faculty or staff." There are two categories of employees under the FLSA: "exempt" and "non-exempt." Exempt employees are not entitled to overtime pay. Non-exempt employees are entitled to overtime pay. The FLSA defines an exempt employee as "any individual employed by a college or university who is not entitled to overtime pay." The FLSA defines a non-exempt employee as "any individual employed by a college or university who is entitled to overtime pay." The FLSA defines an exempt employee as "any individual employed by a college or university who is not entitled to overtime pay." The FLSA defines a non-exempt employee as "any individual employed by a college or university who is entitled to overtime pay."

**Class Time**

Regular hours for teachers, including non-teachers, include all hours scheduled on the employee's work week. Additional hours for teachers, including non-teachers, include all hours scheduled on the employee's work week. Additional hours for teachers, including non-teachers, include all hours scheduled on the employee's work week. Additional hours for teachers, including non-teachers, include all hours scheduled on the employee's work week.

**Additional Time Request or Approval**

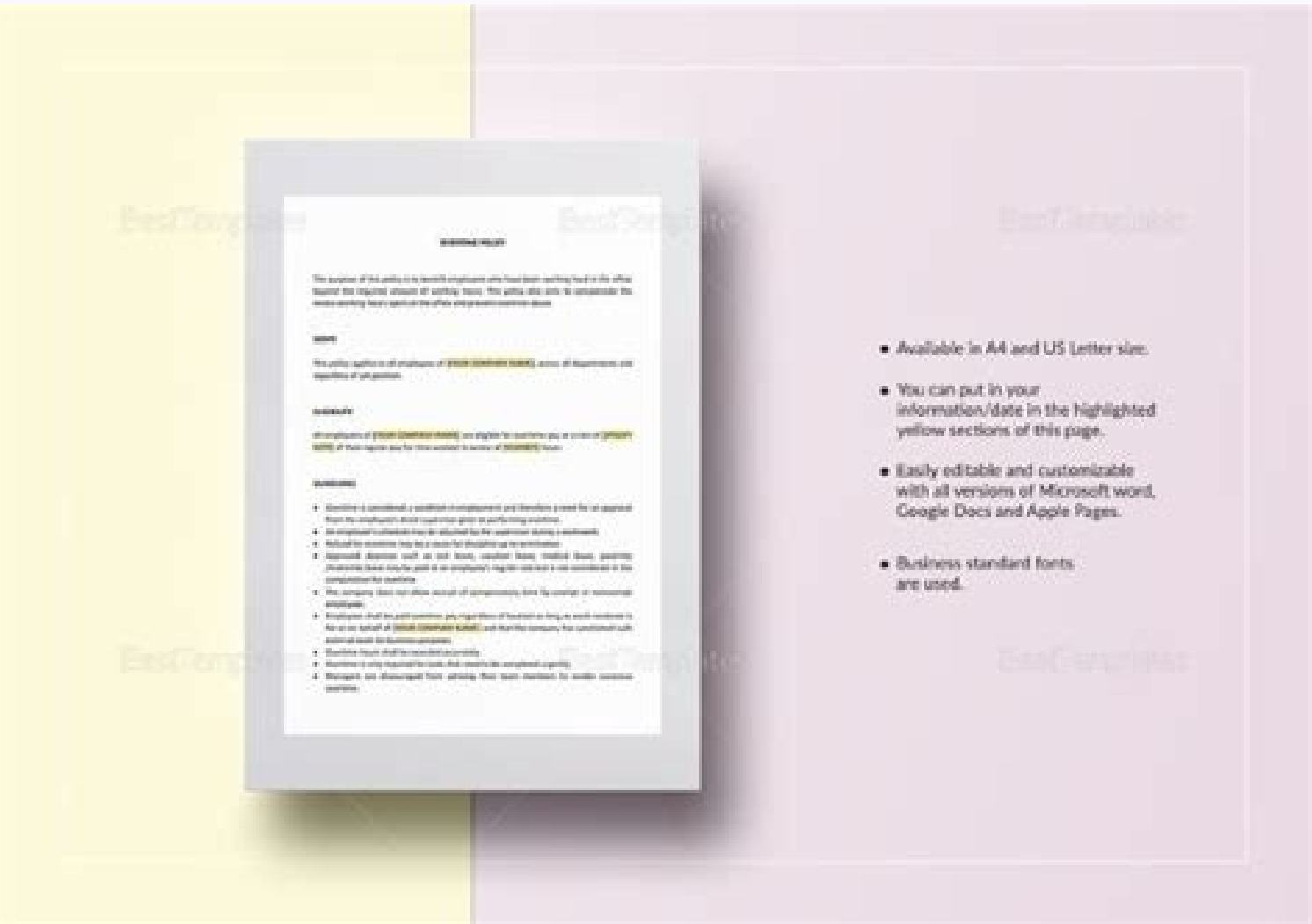
Additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor.

**Ongoing Additional Time**

Ongoing additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Ongoing additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Ongoing additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Ongoing additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor.

**Working Additional Time**

Working additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Working additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Working additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor. Working additional time requests must be submitted in writing to the appropriate supervisor and approved in writing by the appropriate supervisor.

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Top of PageSection 5 - Definitions (27) For the purpose of this Policy and Procedure: TOIL refers to time off in lieu. Payment (11) In addition to the conditions/calculations detailed in the Agreement, the following applies: HE01 to HE06 HE07 and above Entitlement Payment or TOIL TOIL Taken By TOIL must be taken within six months from the day on which the overtime was worked (or by agreement with the work unit). You can provide feedback on this policy to the document author - refer to the Status and Details on the document's navigation bar. Claiming TOIL (21) In deciding what is a fair and reasonable proportion of TOIL to claim, staff and managers are to be prudent, exercise judgement and consider the particular circumstances and the operational requirements in each case. Overtime is the reasonable hours worked beyond the ordinary hours of duty. Top of PageSection 6 - Stakeholders Responsibility for implementation - Staff (including Managers); Financial/Budget Delegate. On Termination TOIL accrued and not taken upon termination of employment will be paid in accordance with the rates detailed in the 'Overtime' clause of the Agreement. Approval of overtime (8) Overtime must be approved in writing or by any electronic means by the manager in advance of the staff working the overtime. (3) The Procedure guides managers and staff on how to claim overtime. Managers should promote and ensure a flexible time-off approach is adopted to consider a staff member's health and safety. (9) Subsequent confirmation in writing must include: the date and duration of the overtime. (17) Subsequent confirmation in writing must include: the date and duration of the overtime. The approval for it to be taken as TOIL or the approval for it to be paid as overtime (for eligible staff) by the Financial/Budget Delegate Recording (18) Staff who are directed to work overtime should record their hours on the Overtime Claim Form (Professional Staff) found on the intranet under Forms. Staff may claim fair and reasonable TOIL when travelling for business. Information must include the days and dates worked, the hours and times worked and relevant approvals for payment. (26) The Overtime form and the Cessation of Employment form is to be sent to HR Assist for payroll processing in accordance with payroll cut off deadlines. Not Taken TOIL accrued and not taken, will be paid out at overtime rates. Claiming Payments (20) To make a claim for an overtime payment staff should submit the Overtime Claims form to HR Assist. (14) This Policy will not apply to staff who have an alternative arrangement allowing for a compensation process for excess travel outside business hours (as agreed between La Trobe and the staff member). Managers should promote and ensure a flexible time-off approach is adopted to consider a staff member's health and safety. (9) Subsequent confirmation in writing must include: the date and duration of the overtime. The approval for it to be taken as TOIL or the approval for it to be paid as overtime (for eligible staff) by the Financial/Budget Delegate (10) Overtime must also be recorded and processed in accordance with the Overtime Procedure. Payment (23) Should an eligible staff member claim payment for approved overtime, payment will be made in the next pay period. Overtime worked in excess of their ordinary hours in order to carry out specific projects, work during busy times or meet deadlines and the staff member shall, on reasonable notice, work such overtime and will receive either payment (as eligible) or TOIL. TOIL must be taken at a mutually agreed time between the staff and the manager. (22) TOIL is to be administered in the employing area. Termination of Employment (25) Staff who are eligible to receive payment of overtime and have accrued TOIL should provide an overtime form with the Cessation of Employment form. (1) This Policy aims to provide guidance to managers and staff on the operation of time off in lieu ('TOIL') or payment for overtime worked, to ensure that it does not impact negatively on either the individual or La Trobe. (12) All other terms and conditions as detailed in the Overtime clause of the Agreement apply to overtime worked. policy Overtime modified Fri Dec 10 2021 16:32:01 GMT+0500 (Eastern Standard Time) This is the current version of this document. Rates are in accordance with the 'Overtime' clause of the Agreement.

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