



## ADMINISTRATIVE PROCEDURE

<b>SUBJECT:</b> <b>FAIR LABOR STANDARD ACT – NON EXEMPT POSITION</b>	<b>Number</b> <b><u>I - 6</u></b>	<b><u>Effective Date:</u></b> <b>Issued: <u>9/28/87</u></b> <b>Revised: <u>2/19/88</u></b>	<b>Page 1 of 1</b>
---	--------------------------------------	--	--------------------

### **PURPOSE:**

To establish overtime provisions for positions which do not have an established policy and/or other authority for the purposes of compensation consistent with the provisions of the Fair Labor Standards Act (FLSA).

### **POLICY:**

Hours worked on a weekly basis (12:00 a.m. Monday through 11:59 p.m. Sunday) in excess of 40 are earned at time and one half. All overtime hours shall be authorized by the immediate supervisor.

Compensation for overtime shall be paid. However, an employee has the option of converting overtime payment to compensatory time off (CTO). The maximum CTO accrual shall be 40 hours.

### **PROCEDURE:**

1. All working hours shall be recorded on time cards, on a daily basis.
2. All time cards shall be approved by the immediate supervisor.

### **RESPONSIBILITY:**

It is the responsibility of the department head to ascertain that this procedure is administered consistent with its provisions.

APPROVED:

\_\_\_\_\_  
William "Ed" Seegmiller  
General Manager