

Overtime and Timekeeping

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible.

Employees are expected to work overtime if additional work effort is required to serve our members.

Overtime is paid only after a nonexempt employee has worked more than forty (40) hours during the workweek. All overtime is paid at one and one-half the employee's regular hourly rate.

Nonexempt employees must have supervisor authorization before working overtime. Working unauthorized overtime is prohibited and may be disciplined up to and including termination.

All employees must complete weekly time sheets. The time sheet is an employee's time record, and it is important. It is the basis of the employee's pay record.

Falsification of this record or failure to accurately and/or complete in a timely manner the record is subject to discipline up to and including termination~~discharge~~, or may delay the employee's paycheck until the next pay period.