

Overtime

Applies to: Hourly (non-exempt) employees not covered by a collective bargaining agreement

Policy Statement:

Any time an employee has worked is paid at his or her regular hourly rate of pay (up to 40 hours a week). Work in excess of 40 hours per workweek is considered to be overtime. The employee will be paid at 1½ times his or her hourly rate for each hour he or she has worked beyond the 40 hours in a workweek as specified by the Fair Labor Standards Act (FLSA). Dartmouth's workweek for payroll purposes is Sunday through Saturday. Holiday, vacation, and other types of paid leave are counted as hours worked for the purposes of computing overtime. In no event will overtime premium rates of pay (with the exception of shift differentials) be duplicated or pyramided. This means that when an employee's particular work falls within two or more overtime or other premium classifications, he or she will be paid only the highest applicable single overtime or other premium rate.

For example, if an employee is called in to work on a holiday, and those hours put them beyond 40 hours for that workweek, they are not paid a holiday pay premium plus overtime. They receive the higher of the two hourly rates for those overtime hours worked.

By law, as a private employer, Dartmouth is not permitted to provide hourly employees with compensatory time off for hours worked outside the normal workweek unless the compensatory time off is within the same workweek.

Procedure:

Employees should submit overtime hours on their regular time sheets as time is taken. Additionally, employees are expected to notify the supervisor of the need to work overtime in advance. The supervisor will approve or decline the request. If the employee works overtime without approval, all hours which meet the overtime rules must be paid. However, the manager may set expectations for the need for advance approval in the future. Should the employee continue to work overtime hours which are not approved, the supervisor may initiate corrective action with advice from Human Resources.