

Procedure Title:**WORK CONDITIONS & HOURS****PROCEDURE NUMBER: 5-0-7****Policy Title:**

Overtime

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. In order to meet the needs of our residents or provide other services as required at Keystone, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. Except in a bonafide emergency, all overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.
2. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour regulations. Overtime pay is based on actual hours worked and is calculated at a rate of 1.5 times the employee's actual rate. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purpose of performing overtime calculations.
3. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

NOTES: