

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: OVERTIME

ADOPTED: October 20, 2011

REVISED:

	530. OVERTIME
1. Authority	In order to ensure compliance with applicable federal law regarding payment of overtime and consistent treatment of all employees subject to the law, the Joint Operating Committee adopts this policy.
2. Guidelines 29 U.S.C. Sec. 201 et seq	<p>In accordance with the Fair Labor Standards Act and this policy, applicable benefits statement or collective bargaining agreement, if one exists, overtime shall be paid for work in excess of the established workday or workweek for each grade of non-instructional employees.</p> <p>Overtime payment shall be made in those instances when an employee works more than forty (40) hours per week, as determined by the employee's supervisor and approved by the Administrative Director.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance.</p>