



"Creating an excellent
college experience"

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Section: Human Resources	
Subject: Overtime Policy	

Overtime Policy:

Overtime is not a right of any employees. It is always driven by business needs and controlled by management. It is the responsibility of the employee as well as the supervisor to be aware of their hours on any given week. Employees must follow the overtime policy anytime they are going to receive overtime hours

Procedure

1. Overtime is driven by business needs as directed by the Manager or Executive Chef over the specific area. Overtime must be pre-approved by the Manager or Executive Chef.
2. Once the overtime is approved and before it is incurred, the Manager or Executive Chef will send an e-mail to the Executive Director confirming that overtime has been authorized.
3. If an employee feels that over time is necessary to accomplish your responsibilities in any given week, review that need with their supervisor. If this occurs on an on-going basis, steps should be taken to provide additional help to accomplish the job thus eliminating the necessity for over time.