

Overtime Pay and Compensatory Time

Non-exempt employees who work beyond 40 hours in a work week are paid for the additional hours at the rate of time-and-a-half their normal hourly rate. All overtime work must be approved in advance (in writing) by the supervisor, and the supervisor must inform the Human Resources Department of overtime arrangements.

Compensatory or “comp” time (time off taken in lieu of overtime pay) is prohibited by law.