

Approved June 14, 2021

Breaks Policy

If staff, hourly or salaried, casual or regular, work at least 5 consecutive hours, they should take a paid ½ hour break some time in those five hours.

Overtime Policy

Staff who are salaried, earn over \$47,000 per year, and meet other criteria as defined in the Fair Labor Standards Act are exempt from being paid overtime if they work more than 40 hours per week. Exempt status will be listed in each salaried employee's letter of employment. Salaried employees are responsible for managing their time to fulfill their job requirements. Supervisors are responsible for communicating with employees if there are concerns about time management.

No hourly or non-exempt salaried employee is to work overtime without advance written permission from their supervisor. Approved overtime hours for these positions (any hours over 40 per week) will be paid at a time and a half pay rate, per state and federal law.