

4.04 Overtime

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to give employees the opportunity to volunteer for overtime work assignments whenever operating requirements or other needs cannot be met during regular working hours.

Procedure:

All overtime work must receive prior management authorization documented on the Overtime Request form and signed by supervisor and/or administrative management staff. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor and/or administrative management staff may be subject to disciplinary action, up to and including, termination of employment.