

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 307 – Overtime

1. Policies

- a. When the operating requirements or other needs of the Partnership for Children of Cumberland County, Inc. (PFC) cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.
- b. All overtime work must receive the supervisor's prior authorization.
- c. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.
- d. Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action up to and including possible termination of employment.
- e. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws.
- f. The standard workweek is from Saturday at 12:01 AM through Friday at 12:00 midnight.
- g. Overtime pay is based on actual hours worked over 40 hours.
- h. Time off for any leave, to include paid holidays, will not be considered hours worked for purposes of performing overtime calculations.