

EARLY LEARNING COALITION OF OSCEOLA COUNTY

OVERTIME

ITEM: 206C.47

EFFECTIVE DATE: 4-27-06

REVISED: 8-1-15, 3-17-22

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POLICY STATEMENT

The Coalition will pay overtime to non exempt employees for all overtime worked. Exempt employees will not receive overtime pay for overtime worked, however, at the discretion of the Coalition's Chief Executive Officer, exempt employees may be approved to take authorized time off or bonuses for special projects as budget allows.

PROCEDURE

1. Non Exempt Employees

- A. Non exempt employees are entitled to be paid at one and one-half times of the negotiated hourly rate for all hours worked in excess of forty (40) hours during a work week.
- B. All overtime must be documented and **approved in advance** by the Chief Executive Officer.
- C. There may, however, be unusual circumstances (such as unanticipated deadlines) for which it may be necessary to work overtime without prior approval. If the employee finds themselves in this situation, it is their responsibility to make every effort to reach the Chief Executive Officer or Coalition Chair or Treasurer to notify him/her of the situation.
- D. Compensated holidays, sick days, vacation days, and/or approved personal days are not hours worked and are not counted in making overtime calculations.

2. Exempt Employees

- A. For the purposes of conducting Coalition business, full time exempt employees are expected to work an average of forty (40) hours of work per week, which is equivalent to eighty (80) hours per two-week pay period.
- B. Due to the nature and individual job responsibilities, exempt employees may frequently find themselves working more than eighty (80) hours during a two-week pay period.
- C. If the duties of the position require evening, weekend, and/or overtime work to meet associated deadlines, employees may balance their hours, when work circumstances allow and with the approval of the Chief Executive Officer, through the use of flextime, authorized days off or bonuses for special projects as budget allows.
- D. Exempt employees may flex their schedule by beginning their workday later than normal or leaving earlier than normal or, scheduling authorized days off, as applicable and/or as the Coalition workload/deadlines allow.
- E. Employees must receive prior approval from the Chief Executive Officer or Operations and Programs Officer before accruing time to be used as authorized days off.

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- F. Employees wishing to use their flex and/or authorized days off must have prior approval from the Chief Executive Officer or Operations and Programs Officer to ensure adequate staff coverage in the Coalition's office.
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PARTIES AFFECTED

Current Coalition employees

ASSOCIATED DOCUMENTS / FORMS

206C.43 Wage Administration