

TITLE: Overtime Compensation	NUMBER: B-2
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OVERTIME COMPENSATION

BACKGROUND:

Hours worked by Parish employees are scheduled and budgeted in advance, but circumstances may arise when extra time is required. Pay for employees must be equitably (and legally) administered.

POLICY/PROCEDURE:

1. Overtime is defined as any time worked within a week in excess of the total number of hours prescribed for the position. (i.e. some positions may be based on a 20 hour week, some on 30, 40 etc.).
2. Overtime must be approved in advance, by the supervisor of the employee or by the Rector.
3. Overtime is authorized when:
 - a. An emergency situation requires the work to be done.
 - b. The work is necessary due to some special requirement for which funding is forthcoming to pay for the overtime, for instance when some outside user agrees to pay for extra work performed by the Sexton in setting up for their function.)
4. Overtime is paid for at the "straight-time" rate until the total time worked within one week reaches 40 hours. Compensation for time worked in excess of 40 hours will be paid at time and one-half times the base rate.
5. A memo will be given to the Treasurer by the Rector or the employee's supervisor which documents the overtime worked during that week.
6. Nothing in this policy is intended to preclude an adjustment by a supervisor of the hours of work during days within a week for the benefit of the employee or of the Parish.
7. Overtime shall be recorded on a St. Stephen's Time Voucher and submitted to the Treasurer for the respective pay period.