# WORK HOURS

## GENERAL

[Shortnened Name] needs to have the flexibility to schedule people when needed. We try to accommodate individual needs as much as possible and still meet the needs of the organization. However, it may sometimes be necessary to ask staff to work at times other than their regularly scheduled shifts.

Employees may not adjust their work schedule without prior authorization from their supervisor. This includes leaving and returning during a regular shift period on personal business. Whenever possible, pre-arrangements should be made with the supervisor at least 2 days in advance of the affected shift.

Overtime is work in excess of 40 hours per week. Overtime requires PRIOR authorization by your supervisor. “Nonexempt” employees will be compensated for these approved hours at one and one-half times their normal hourly rate. “Exempt” employees are not paid for overtime. You will be notified by your supervisor as to your status as “exempt” or “nonexempt,” and the procedures for obtaining prior authorization for overtime.