

MIDDLE BUCKS  
INSTITUTE OF  
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: July 1, 1991

REVISED:

<p>1.Purpose Fair Labor Standards Act 29 U.S.C. SC 201 et seq</p> <p>2.Guidelines 29 CFR Sec. 531800</p>	<p style="text-align: center;">530. OVERTIME</p> <p>In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.</p> <p>In accordance with the Fair Labor Standards Act and this policy, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees.</p> <p>Overtime accrues only when the non-exempt employee performs work within the same job classification; when employees at their option agree to perform occasional or sporadic work within a different job classification, then such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without the prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved by the immediate supervisor for time worked in excess of the normal workweek which is established for each class of employee.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked as recorded in school records and as provided by law.</p>
--	---