(A) Staff employees who are defined as non-exempt in current wage-hour regulations as they apply to the college are eligible for overtime compensation.

(B) Overtime is defined as time worked in excess of forty (40) hours in any week beginning at 12:01 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday. Accrued vacation, sick, personal business leave, court service and holidays will be credited to the forty (40) hours for the purpose of overtime.

(C) The rate of overtime compensation will be one and one-half times the employee's regular rate of pay, calculated on an hourly basis for every hour worked over forty (40) hours, within the work week.

(D) Overtime must be approved in advance by the appropriate supervisor. Supervisors should maintain a regular work and lunch break schedule for all employees. Generally, an employee should not be allowed to work through his/her lunch period, come in early or work late unless authorized by the supervisor.

(E) Employees may be expected to work overtime when requested by their managers, especially during an emergency situation.

(F) The President will establish procedures to administer this policy.