

## **PROPOSED OVERTIME ADMINISTRATIVE GUIDELINE**

Central Nine Career Center shall compensate non-exempt employees for properly-authorized overtime hours in accordance with state and federal law. All hours “actually worked” in excess of 40 hours per week shall be compensated at not less than one and one-half the non-exempt employee’s regular pay rate. Only hours that are “actually worked” shall be counted toward the 40 hours. Holiday hours that are paid but not actually worked do not count toward the 40 hours for overtime eligibility.

By way of example, if an employee of Central Nine Career Center is paid for 8 hours on a declared holiday on Monday and actually works 41 hours the remainder of the week from Tuesday through Friday, the employee will receive compensation of 48 hours of regular pay (8 holiday hours and 40 actually-worked hours) and 1 hour of overtime (for the 1 hour actually worked in excess of 40 hours in the week).