Overtime Policy

Purpose
The purpose of this policy is to control labor costs by managing the expense of overtime pay to nonexempt employees. Also, to ensure employees are perfectly balanced with work and family life. Excessive overtime can interfere with an employee's ability to get adequate rest which could lead to health problems along with safety and quality problems on the job.

Compliance
The Arc Baltimore will pay time and a half to nonexempt employees who exceed 40 hours of work time in a workweek.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.
The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

Overtime Approval
Employees are required to obtain approval from supervisor/managers prior to the use of overtime. Employees who anticipate the need for overtime must notify their supervisor / manager in advance and obtain approval prior to working hours that extend beyond their normal schedule. Approval is required for hours that exceed 40 hours in a workweek.

Community Living – Any overtime greater than 15 hours must be approved by the Director of the department. Any overtime greater than 25 hours must be approved by the VP of the department.

Consequences of Unauthorized Overtime
Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action up to and including termination.

Consequences of Overuse of Overtime
Supervisors who authorize staff members to work overtime without prior approval from management will be subject to disciplinary action. Supervisors who continually incur high overtime hours at their assigned locations without it being deemed as extenuating circumstance by management will be subject to disciplinary action.

Mandatory Overtime
During extenuating circumstances, you may be required to work extended hours. Overtime may be considered a condition of employment. Managers should always give employees reasonable notice when requesting mandatory overtime.

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