

## PROCEDURE 2.1.1: OVERTIME

All time worked in excess of 40 hours during any payroll week for full-time support staff classified as non-exempt is considered overtime.

All non-exempt supportive staff employees must complete and submit a time record via Sandburg's current enterprise resource planning (ERP) tool.

Overtime is compensated within the requirements of the Fair Labor Standards Act and can be paid outright or in compensatory time off. Overtime must be approved in advance by the immediate supervisor or designee. All off-the-clock work — with the exception of emergency situations — is prohibited unless approved in advance by your immediate supervisor or their designee.

*Original: 10/16*

*Reviewed: 5/25, 3/26*

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