

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: 11-2

Effective Date: 08-28-00

SUBJECT: Overtime

Revision Date: 03-01-15

Exempt Employees

Exempt employees are paid a guaranteed semi-monthly salary and receive it at straight time rates, regardless of whether they work more or fewer than their scheduled hours.

On contracts that require work that exceeds forty (40) hours in a week, compensatory time may be approved by the contract Program Manager (PM).

Under extraordinary circumstances, exempt employees working on government contracts that authorize overtime, i.e., Extended Work Week (EWW), will be paid for excessive hours worked. The overtime hours will be paid at straight time rates. All authorized EWW hours must be approved by the contract Program Manager (PM).

Exempt employees are expected to work as many hours as required to perform the duties of the position.

Non-Exempt Employees

Non-exempt employees will be paid on an hourly basis. All hours worked in excess of forty (40) in a work week will be paid at time and a half as in accordance with the Fair Labor Standards Act (FLSA). All overtime worked must be approved in advance by the employee's supervisor.

Each work week stands alone. One week may not be averaged with another as a means of reducing overtime pay.