

**SUBJECT: Overtime**

**POLICY STATEMENT:** This policy establishes the parameters for the payment of overtime compensation.

**APPLICABILITY:** All Non-Exempt employees, except that if any conflict exists between this policy and a collective bargaining agreement provision, the applicable provisions of the collective bargaining agreement will prevail.

**DEFINITIONS:**

1. **Non-Exempt** – A “Non-Exempt” employee is subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (the “FLSA”) and Massachusetts state law. Non-Exempt employees will be paid overtime if they work over forty (40) hours in a work week.
2. **Work Day** – The twenty-four (24) hour period starting at 12:00 a.m. and ending at 11:59 p.m. The typical work day consists of an eight-and-a-half-hour shift; this includes an unpaid half (1/2) hour meal period. However, the shift length for a Non-Exempt employee may vary based on operational needs. Certain shifts may vary; therefore, employees are required to stay informed regarding their schedules.
3. **Work Week** – For payroll timekeeping purposes, the regular work week begins on Sunday at 12:00 a.m. (midnight) and ends on Saturday at 11:59 p.m.

**RESPONSIBILITY & PROCEDURE:**

Managers/supervisors together with the Human Resources and Payroll Departments are responsible for ensuring compliance with this policy.

Non-Exempt Employees are responsible for accurately reporting all time worked including overtime hours.

1. Non-Exempt employees will be paid at one and one half (1-1/2) times their regular rate for hours worked in excess of forty (40) hours in a work week. If employees are unclear as to whether or not they qualify for overtime pay, employees should speak to their manager/supervisor or Human Resources.
2. Time spent by the employees under the following circumstances is included in the computation of weekly work hours for the purpose of determining overtime eligibility and computing overtime pay:

**A. Included in calculation of overtime rate:**

- Employee’s regular rate(s) of pay including all pay differentials (e.g., on-call pay, shift and/or charge differentials) paid during the work week
- Retroactive wage increases that are applicable for the particular work week

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Origin:

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New Policy  
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Supersedes \_\_\_\_\_  
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Dated: \_\_\_\_\_  
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See Also:

Revision Date: 3/10, 3/11, 8/14, 10/17

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**B. Hours counted for determining overtime:**

- All hours worked during a work week
- Employer required meetings, orientations, etc.
- Holiday pay
- Earned Time Scheduled/Scheduled Vacation time

**C. Hours not counted for determining overtime:**

- Bereavement
- Time paid or subsidized for jury duty
- Extended sick leave
- Unscheduled Earned Time

3. HealthAlliance-Clinton reserves the right to require Non-Exempt employees to work overtime hours as needed. The failure on the part of an employee to comply with their manager/supervisor's request to work overtime may result in disciplinary action.
4. Compensatory time off in lieu of overtime pay is never permitted. However, when it becomes necessary for an employee to be assigned to work more than the usual scheduled hours on one or more days in a week, the manager may elect to schedule that employee for fewer hours on the remaining shifts during the same week in order to avoid incurring overtime.
5. Management reserves the right to cancel pre-approved overtime.
6. Employees are not permitted to work overtime without the prior approval of the employee's manager/supervisor. Employees will be paid for all overtime work, but may be subject to discipline up if the overtime work was not pre-authorized. If an employee has worked unauthorized overtime, the employee's manager/supervisor should discuss with the employee the need to obtain authorization to work in excess of the employee's scheduled hours; and document the discussion with the employee.
7. Overtime Limits: Employees shall not be permitted to work more than sixteen (16) continuous hours at any one time. No employee may work more than fifty-six (56) hours per week. No employee may work more than seven (7) consecutive days without a minimum of twenty-four (24) hours of work-free time.
8. Any exceptions to this policy must be approved by the Head of Human Resources.

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*Origin:*

\_\_\_\_\_ *New Policy*

\_\_\_\_\_ *Supersedes* \_\_\_\_\_

\_\_\_\_\_ *Dated:* \_\_\_\_\_

\_\_\_\_\_ *See Also:*

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Issued and Approved by:

Julie DeBono

Julie DeBono, Senior Director, Human Resources

10/10/17

Date

Deborah Weymouth

Deborah Weymouth, President & CEO

10/10/17

Date

Origin:

     New Policy

     Supersedes     

     Dated:     

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