

## OVERTIME POLICY

While the OBPA tries to schedule your work so that it can be accomplished within your specified standard hours per week, projects and circumstances do arise that require extra time. We will try to give you reasonable notice of such requirements; in turn, we expect your cooperation.

For those in non-exempt positions, you will be paid time and one-half for all hours worked in excess of forty (40) hours per week. Other overtime considerations are listed below:

- Your supervisor may provide you with compensatory time off for extra hours worked during a particular week. Straight compensatory time off will be provided during the same week.
- While the use of overtime pay or compensatory time off is at the supervisor's discretion, every effort will be made to accommodate your preference.
- Sick days, personal days, vacation days, and holidays are not considered days worked for premium compensation purposes. Since no work is actually performed, the above days do not count as days worked when computing overtime hours.
- You will be compensated at time and one-half for all hours worked during a Saturday, Sunday, holiday, or interrupted vacation day unless you were scheduled to work one of these days as part of your regular work week. If an employee agrees to work on a Saturday in exchange for hours off during the week, then the Saturday hours will be paid at straight time.