

### III. COMPENSATION

#### C. Over-time, Bonus-time and Compensation

From time to time, an employee may be asked to work overtime. State and federal laws covering overtime compensation for non-exempt employees will be followed. An employee working 40 hours in a given work week, Sunday through Saturday cannot consider sick, vacation, holiday or personal leave when calculating the 40 hours necessary to receive over-time hours. Only actual hours worked can be calculated for over-time.

Non-exempt employees who are required to work in excess of 40 hours in a work week will be compensated at the rate of 1.5 times the hourly rate for each hour worked over 40 hours.

Since exempt employees are not paid compensation for overtime, any time over 40 hours for Exempt employees shall be referred to as “bonus-time” overtime. Exempt employees who are required to work in excess of a 40-hour work week may be given bonus-time off at the rate of one hour for each hour over 40 hours worked. All earned bonus-time must be used by June 30<sup>th</sup> of the same fiscal year. Bonus time earned in June must be used by July 31<sup>st</sup> of the same calendar year. ~~within thirty calendar days following the time worked.~~ Exempt employees will not receive pay for unused bonus-time off. The Executive Director or the HR Representative must approve (in writing) any exceptions to this policy.

All bonus time will be earned and taken in 30 minute increments.