

Saint Louis University

OVERTIME POLICY3 Tc[]TET EMC P P M62r2S2

Labor Standards Act requires that overtime hours worked in a week be paid at the overtime rate and not carried forward to future weeks as compensatory time.

6.0 RESPONSIBILITIES

Managers are responsible for accurate time reporting for non-exempt employees.

7.0 PROCEDURES

Not applicable

8.0 REFERENCES

Jury Duty Policy
Voting Policy
Bereavement Policy
Holiday Policy
Time Reporting Policy