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| OVERTIME PAY | | | | NO. | |
| POLICY:  It is the policy of Winning Wheels, Inc. to have procedures in place for overtime.  Purpose:  The overtime policy and procedures are to help staffing stay in compliance for our departments and facilities.  Procedures:   * Employees shall not go into overtime hours without the approval of the administrator or their supervisor with permission from the administrator. * To apply for overtime, employees must fill out a slip asking for overtime. * Overtime slips are allowed to go up to two (2) weeks. Employees may not get every day they have asked for as it is up to the staffing supervisor’s discretion. * Employees are able to use up to four (4) overtime slips in a fiscal year. * Overtime slips can have a potential of thirty-two (32) hours of overtime, or four (4) hours per week of overtime. More than 32 hours can result in investigation based upon discretion of American Health Enterprises (AHE). * If an employee’s overtime request is not approved, it will not count against them as an overtime request. * Overtime slips do not roll over to next fiscal year. * Overtime slips shall be given to the administrator, human resources director, or office manager to add to employee’s file. * The administrator or supervisor with permission from the administrator may allow an employee to work “emergency overtime” hours. * Emergency overtime hours are used when the staffing schedule is not compliant with the policy and law due to call offs or no shows. See the employee attendance/MSO policy for more information on staffing compliance. **Emergency Overtime is a last resort option.** * Emergency overtime shall not count towards overtime slips. When emergency overtime is used, the administrator shall notify AHE of the situation and circumstances leading up to the usage of emergency overtime. * Emergency overtime hours shall be used up to five (5) work days per employee per month. Work days may or may not be consecutive. * The administrator shall not use emergency overtime hours as a means to bypass overtime slips. Disciplinary action towards the administrator will be taken if they are not compliant with policy and procedures. * The administrator shall not abuse the overtime slips. Disciplinary action towards the administrator will be taken if they are not compliant with policy and procedures. * Supervisors shall not abuse overtime slips or emergency overtime hours. Disciplinary action will be taken if noncompliant. * The overtime policy goes into effect when facilities are staffed properly. If a facility is understaffed, then the overtime policy will not apply. | | | | | |
| Approved: | Effective Date:  10/2016 | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |