

#5.23

WORKWEEK

PROVISIONS:

1. A workweek of 40 hours is standard for full-time non-exempt employees. Time over 40 hours shall be paid at one and a half times the regular hourly rate.
2. If the normal work week for a non-exempt position is less than 40 hours per week, all overtime hours worked up to 40 hours shall be paid at the regular hourly rate.
3. Required attendance at meetings for non-exempt employees outside of normal working hours shall be considered and paid as overtime.
4. Exempt employees are not paid overtime wages for time in excess of 40 hours per week.
5. A full-time or part-time Program or Support employee scheduled by the Pastor to work on a Holiday set forth in Policy & Procedure #5.12 (Holidays) shall be paid overtime wages for the hours worked or granted equivalent time off in lieu of overtime wages.

RESPONSIBILITY: Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator and Personnel Committee.