

3.23 - Overtime - Policy

Section: Human Resources
Subject: Overtime
Policy: 3.23
Approved: August 22, 1995
Revised: November 1, 2015

All College personnel are expected to attempt to complete their assigned tasks within the time allotted to them.

Overtime will only be approved by the out-of-scope supervisors on an emergency basis. Each occurrence shall require prior approval.

Whenever possible, employees shall be compensated by taking time off in lieu of overtime pay.