



4.3 Overtime

1. **Eligibility** – All non-exempt (hourly) employees are eligible for overtime pay
2. **Overtime** - All hours worked in excess of 40 hours per week will be paid at time and a half. Employees covered by a collective bargaining agreement should refer to that agreement for how overtime pay is calculated. Company paid holidays are considered time worked, but paid absences for short-term disability, personal days, vacation, jury duty, parental and family leave and bereavement leave are not considered time worked for purposes of overtime compensation. Required employee attendance at lectures, meetings and training programs will be considered hours worked for purposes of overtime compensation. The Company may change its overtime practices as permitted by law.
3. **Double time** – Double time is paid for time worked on the 7th consecutive day of any given workweek regardless of the total number of hours worked during that week. A workweek is considered Sunday through Saturday.
4. **Scheduling** - Overtime or extra shifts may be scheduled when deemed necessary. Overtime will be assigned by supervisors at their discretion. Factors which may be considered by supervisors when determining which employees are assigned overtime may include employee qualifications for a particular job, whether particular employees have expressed interest in working overtime, previous levels of overtime worked by particular employees, and the potential for worker fatigue. Employees are not permitted to work overtime without advance supervisor approval

Where policies and procedures differ from the terms expressed in the any applicable collective bargaining agreement with the Company, employees should refer to the specific terms of the collective bargaining agreement.