

Payroll Calculation / Overtime

Your pay, per payroll cycle, will be calculated taking the number of hours worked times your hourly rate of pay.

Overtime hours (hours worked over 40) are compensated for at one and one-half times your normal rate for those hours above 40 hours per week. Total worked hours include actual hours worked, paid sick leave hours, jury duty, holidays, and paid funeral leave. Paid vacation, floating holiday, and personal leave hours are not considered hours worked and will not be used in determining the 40-hour week for purposes of overtime calculation. Your salary for a week that includes overtime hours would be computed as follows:

An employee's time card indicated a total of 45 hours. Of these, four hours were allowable vacation time. Therefore, forty-one hours were actually worked and only one hour would be considered overtime.

Employees must be paid for all hours worked and will not be given time off in lieu of overtime. Overtime will not be "pyramided" or "duplicated". This means you cannot combine overtime premium pay with other types of "premium pay" to get a premium that is greater than the individual premiums themselves.