

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 403</b>
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<b>Overtime</b>	<b>Effective: April 28, 1983</b>
	<b>Revised: September 22, 2016</b>
APPROVED BY: Board of Directors	

## **Policy Statement**

As required by the Fair Labor Standards Act, non-exempt employees shall be paid overtime for the work they have completed in excess of forty (40) hours during the normal work week within the seven (7) day period of Monday to Sunday. Overtime will be paid at the rate of one and one half (1 ½) times the staff member's normal hourly rate.

Agency management may adjust an employee's work schedule within the forty (40) hour work week to eliminate overtime.

## **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.