

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 09/07/83	SECTION: Human Resource	
BOARD APPROVED ON: 10/08/1983	DATE REVISED: 06/28/16, 05/16/18, 10/11/2023	SUBJECT: Overtime	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 05/15/19, 05/20/2020, 05/20/2022, 10/11/2023		POLICY #: ED-025	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that non-exempt employees as required by federal law must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. There is no limit on the number of hours employees may work in any workweek. An employee's workweek is a fixed, regularly and recurring period of 168 hours-seven consecutive 24-hour periods. It need not coincide with the calendar week but may begin on any day and at any hour of the day. Averaging of hours over two or more weeks is not permitted. Overtime pay earned in a workweek must be paid on the regular pay day for the pay period in which the wages were earned.

III. DEFINITIONS

The Fair Labor Standards Act (FLSA) – A United States law which sets out various labor regulations regarding interstate commerce employment, including minimum wages, requirements for overtime pay and limitations on child labor.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Authorizes hours worked over forty (40) in a workweek with approval of division director.

V. REFERENCE

Fair Labor Standards Act