

SUBJECT: Overtime

POLICY STATEMENT: This policy establishes the parameters for the payment of overtime compensation.

APPLICABILITY: All Non-Exempt employees, except that if any conflict exists between this policy and a collective bargaining agreement provision or a policy concerning the same subject otherwise applicable to bargaining unit members (“bargaining unit policy”), the applicable provisions of the collective bargaining agreement or the bargaining unit policy will control.

DEFINITIONS:

1. **Non-Exempt** – A “Non-Exempt” employee is subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (the “FLSA”) and Massachusetts state law. Non-Exempt employees will be paid overtime if they work over forty (40) hours in a work week.
2. **Work Day** – The twenty-four (24) hour period starting at 12:00 a.m. and ending at 11:59 p.m. The typical work day consists of an eight and a half hour shift; this includes an unpaid half (1/2) hour meal period. However, the shift length for a Non-Exempt employee may vary based on operational needs. Certain shifts may vary; therefore employees are required to stay informed regarding their schedules.
3. **Work Week** – For payroll timekeeping purposes, the regular work week begins on Sunday at 12:00 a.m. (midnight) and ends on Saturday at 11:59 p.m.

RESPONSIBILITY:

1. Managers together with the Human Resources and Payroll Departments are responsible for ensuring compliance with this policy.
2. Managers are responsible for notifying Human Resources of all schedule changes that will impact the administration of this policy.
3. Non-Exempt Employees are responsible for accurately reporting all time worked including overtime hours.

PROCEDURE:

1. Non-Exempt employees will be paid at one and one half (1-1/2) times their regular rate for hours worked in excess of forty (40) hours in a work week. If employees are unclear as to whether or not they qualify for overtime pay, employees should speak to their managers or Human Resources.

Origin:

_____ *New Policy*
_____ *Supersedes* _____
_____ *Dated:* _____
_____ *See Also:* _____

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2. Time spent by the employees under the following circumstances is included in the computation of weekly work hours for the purpose of determining overtime eligibility and computing overtime pay:

A. Included in calculation of overtime rate:

- Employee's regular rate(s) of pay including all pay differentials (e.g., on-call pay, shift and/or charge differentials) paid during the work week
- Retroactive wage increases that are applicable for the particular work week

B. Hours counted for determining overtime:

- All hours worked during a work week
- Employer required meetings, orientations, etc.
- Holiday pay
- Earned/vacation time

C. Hours not counted for determining overtime:


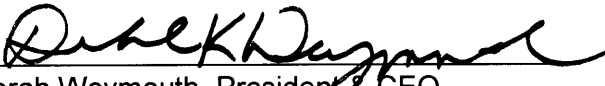
- Bereavement
- Time paid or subsidized for jury duty
- Extended sick leave

3. HealthAlliance reserves the right to require Non-Exempt employees to work overtime hours as needed. The failure on the part of an employee to comply with their supervisor's request to work overtime may result in disciplinary action.
4. Providing employees with compensatory time off in lieu of overtime pay, to be taken during a week other than the week in which the work was performed, is never permitted. However, when it becomes necessary for an employee to be assigned to work more than the usual scheduled hours on one or more days in a week, the manager may elect to schedule that employee for fewer hours on the remaining shifts during the same week in order to avoid incurring overtime.
5. Management reserves the right to cancel pre-approved overtime.
6. Employees are not permitted to work overtime without the prior approval of the employee's manager or department head. Employees will be paid for all overtime work, but may be subject to discipline up to and including discharge if the overtime work was not pre-authorized. If an employee has worked unauthorized overtime, the employee's supervisor/manager should (1) Discuss with the employee the need to obtain authorization to work in excess of the employee's scheduled hours; (2) Document the discussion with the employee; and (3) Maintain the documentation in the manager's employee file.
7. **Overtime Limits:** Employees shall not be permitted to work more than sixteen (16) continuous hours at any one time. No employee may work more than fifty-six (56) hours per week. No employee may work more than seven (7) consecutive days without a minimum of twenty-four (24) hours of work-free time.
8. Any exceptions to this policy must be approved by the Vice President of Human Resources.

Origin:

_____ *New Policy*
_____ *Supersedes* _____
_____ *Dated:* _____
_____ *See Also:* _____

Revision Date: 3/10, 3/11, 8/14

<p>Issued and Approved by:</p> <p></p> <p>Cynthia Ring, Vice President, Human Resources & Patient Experience</p> <p></p> <p>Deborah Weymouth, President & CEO</p>	<p><u>11/24/14</u></p> <p>Date</p> <p><u>11/24/14</u></p> <p>Date</p>
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Origin: _____
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