6.6 **Overtime Pay**

The College’s Overtime Pay Policy conforms to the applicable provisions of the Fair Labor Standards Act and Maryland law.

The Overtime Pay Policy includes the following principal elements:

A. Non-exempt employees will be paid straight time for all actual hours worked up to and including forty (40) hours in one workweek.

B. Non-exempt employees will be paid time-and-one-half their regular rate for actual hours worked in excess of forty (40) hours in one workweek.

C. Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, bereavement, sick/emergency leave, and vacation will not be considered “hours worked.”

D. Employees may be required to work overtime when necessary. Overtime worked by non-exempt employees **must** be authorized in writing, in advance by your supervisor. Please note that overtime is never at the employee’s sole discretion. **Failure to receive approval for overtime in advance may result in disciplinary action, up to and including termination.**

E. Exempt employees are **not** eligible for overtime pay or any compensation or bonuses based on hours worked.

If overtime is required, employees are expected to work it. Overtime should only be assigned in those situations where the supervisor in charge is convinced that the work is essential to meet established schedules or deadlines. Advance notice will be given to employees whenever possible; however, employees should be aware that emergencies occasionally arise that do not permit advance notification. In an emergency situation, the supervisor in charge will make every effort, as soon as possible, to notify those employees who are scheduled for overtime work.