It is the policy of IHD that comp time/overtime be used in unusual situations and not regular practice.

Non-Exempt Employees

Non-exempt employees must be compensated for all time worked over 40 hours in any given Monday to Sunday work week. Compensation is at 1.5 times the employee’s regular pay.

Preferred compensation for non-exempt employees is overtime pay. As a general rule compensatory time should be used only in those cases where no funds can be identified in the project budget to support overtime pay compensation. The use of compensatory time shall be approved in advance by the IHD Assistant Director or Executive Director.

Comp time, if utilized, should be taken within 30 days of accrual.

It is the responsibility of the Project Coordinator/supervisor to monitor and account for any requests for comp time.

Exempt Employees

Exempt Employees are not compensated for time worked over 40 hours in any given work week. Exempt employees cannot ear overtime pay or compensatory time.
Procedures

All procedures identified in NAU Policy 2.03 regarding the approval, recording, and utilization of overtime pay or compensatory time shall apply.

The scope of work, job duties, work schedule, etc. shall be reviewed by supervisors for any employee, exempt or non-exempt, who consistently works more than 40 hours in any given work week. The duties should be modified to accommodate a 40 hour work week and/or additional employees shall be hired so that no individual employee is routinely required to work over 40 hours a week.