Overtime POLICY

**Time‑and‑a‑half**

The Company pays one and one-half times a non-exempt employee’s hourly rate for all hours worked over 40 in any workweek. Non-exempt employees are those who work in positions for which an overtime premium must be paid under the Fair Labor Standards Act.

**Double Time**

The Company pays two times a non-exempt employee’s hourly rate for all hours worked on any Company-designated holiday.

**Limitation on Overtime Pay**

Overtime pay (premium rates) shall not be paid twice for the same hours (pyramiding). Paid hours not actually worked (e.g., vacation, holidays, etc.) will not be counted toward the 40 per workweek required to receive overtime pay.

**Assignment of Overtime Work**

When overtime work is required by the Company on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non‑exempt employee performing that job at the conclusion of his or her straight‑time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by the Company on a Saturday, Sunday, or holiday, it generally will be assigned in order of seniority to the employees who regularly perform the particular work involved.

When overtime is required by the Company on a Saturday, Sunday or on a holiday, the Company will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Saturday, Sunday or a holiday.

**Supervisor Authorization**

If a non-exempt employee works unauthorized overtime, he or she will receive all overtime pay for the hours worked, but will be subject to discipline under the Company’s progressive discipline policy for violating this provision of the Company’s overtime policy.

THIS POLICY IS LEGALLY DESIRABLE