

Policy Number: 31	Overtime	REV. 03 Approved: 9/23/2022
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1.0 PURPOSE: Define Overtime

2.0 REFERENCE DOCUMENTS:

- 2.1 Trip guidelines
- 2.2 Report in Pay

3.0 DEFINITIONS:

- 3.1 Team Based Work Systems – Employees who have completed formal team training defined by the team based work systems steering committee.

4.0 Guidelines:

5.0 OVERTIME DISTRIBUTION for TEAMS/TEAM BASED WORK SYSTEMS

- 5.1 In order to achieve the highest standards of quality and flexibility to meet market demand, people that perform the work every day are best suited to work scheduled overtime because they have the skills and training necessary to meet these high-quality standards. If a requested employee within a team indicates that he/she is unable to work overtime, the team will attempt to schedule a qualified substitute with similar skills and familiarity with the necessary work to be performed. If such a substitute is not available, the requested employee and the team will work out an acceptable arrangement to meet the customers' requirements. Teams will be responsible for appropriately managing approved overtime fairly and equitably within the team.
- 5.2 If no qualified employee within the department accepts the offered overtime, then the supervisor may go outside of the department to find a qualified replacement.

8.0 RESPONSIBILITY: Team and Department Managers

AUTHOR: OCU Policy Committee

Revision Date: 09/21/2022

Approvals:

Labor Relations Manager: Crystal Brown Date: 11/2/2023

OCU President: [Signature] Date: 1-12-2023