

# **Saint Louis University**

**OVERTIME POLICY3 Tc[ ]TET EMC P P M62r2S2**

Labor Standards Act requires that overtime hours worked in a week be paid at the overtime rate and not carried forward to future weeks as compensatory time.

## **6.0 RESPONSIBILITIES**

Managers are responsible for accurate time reporting for non-exempt employees.

## **7.0 PROCEDURES**

Not applicable

## **8.0 REFERENCES**

Jury Duty Policy  
Voting Policy  
Bereavement Policy  
Holiday Policy  
Time Reporting Policy