**HR.232 OVERTIME POLICY**

“Georgia Highlands College observes a standard workweek of forty (40) hours and abides by the provisions of the Fair Labor Standards Act (FLSA). The distribution of hours throughout the week shall be a matter of scheduling determined to be appropriate by departmental and institutional leadership. Overtime work shall be authorized for employees who are not exempt from the provisions of the FLSA only when the work is deemed necessary by the departmental manager authorized to make such decisions…”

**4.1. OVERTIME ELECTIONS**

“Non-exempt employees will elect to be paid for hours worked in excess of forty (40) in a workweek or to receive comp time in lieu of pay for the additional hours. These elections are made at the time of employment with Georgia Highlands College. Thereafter, an employee may choose to change the election only during the Annual Open Enrollment for benefits generally held October/November for the following calendar year. If the employee does not make an election, the default is to receive pay for overtime…”

# 3.2. COMP TIME

“Award of comp time will be made in accordance with the Fair Labor Standards Act. Approved compensatory time is subject to a maximum accumulation of two hundred forty (240) hours. All compensatory time balances on record as of May 31 must be paid out no later than the final bi-weekly pay period in June each fiscal year.”

# I elect compensation for overtime in the form of overtime pay

**I elect compensation for overtime in the form of compensatory time off (CTO)**

**EMPLOYEE’S NAME EMPLOYEE’S SIGNATURE DATE**

**SUPERVISOR’S NAME SUPERVISOR’S SIGNATURE DATE CC: PAYROLL FILE**