



Terms and Conditions for Employee Manual Clauses

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PAY RATE DETERMINATION/OVERTIME

Example 1

Overtime

It is sometimes necessary for employees to work overtime to meet certain time or workload deadlines. When operating requirements or other needs cannot be met during regular work hours, you may be asked to work overtime.

Overtime compensation is paid to all employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Example 2

Overtime

The payment of overtime hours will be made in accordance with the applicable federal, state and local regulations. Therefore, any additional hour worked in excess of 40 per week is considered overtime and result in 1 ½ times an employee hourly pay (this includes part time employees). Both non-exempt and overtimeeligible managers (OEM) are eligible for overtime pay. All overtime work must be approved in advance, or be assigned by the employee's supervisor.

Example 3

Overtime policies

Prior authorization is required from the supervisor, when an employee works overtime hours. This is validated by the supervisor's signature on the time-card. Failure to so do will result in disciplinary measures being taken. For hours worked overtime, non-exempt employees in accordance with federal and state wage and hour restrictions. For all hours worked over 40 per week, overtime is paid at a rate of one and one-half times the non-exempt employee's regular hourly rate.

Example 4

Overtime

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation times does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

Example 5

Hourly employees are compensated at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 in a workweek or twelve hours in a workday. For overtime purposes, "hours worked" refer only to those hours actually worked. They do not include paid holidays, vacation days, sick leave days, personal days or other paid or unpaid leave. An employee will be paid overtime pay in accordance with all State and Federal laws. All overtime must be approved in advance or requested by the employee's supervisor. Failure to receive authorization may result in discipline up to and including termination.