

**BENCO
Personnel Manual**

OVERTIME

In accordance with the State of Oregon fair wage and hour laws, no hourly or salaried non-exempt employee is permitted to work overtime without due compensation.


Overtime for hourly/ salaried non-exempt employees is defined as any time worked over 40 hours per week.

A workweek is defined as a seven-day period beginning on Monday. To work overtime, the employee must have prior permission from a supervisor unless it is an emergency, in which case the employee needs to notify the supervisor of the overtime immediately. Employees must talk to the supervisor just leaving a message is not ok.

Emergencies include, but are not limited to, the following:

1. Illness or injury to resident, employee, and/or others that would warrant additional employee coverage;
2. Natural disaster, i.e., fire, earthquake, etc;
3. Breakdown of major household appliances that require immediate attention;
4. Major conflicts between employees, residents, family members, advocates, or neighbors that would require another employee to be present; and/or
5. Coverage of a shift for which a substitute cannot be located.

Overtime will be paid at the rate of time and a half. If an employee has not received permission to work overtime but worked anyway, the employee must be paid for the overtime worked at a rate of time and a half. The employee may be subject to discipline for not getting prior approval unless it is determined that it was an emergency.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22