

## Overtime Policy PPD Policy 030-v02

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### Purpose

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This document describes the responsibilities of PPD personnel requesting overtime.

### Policy

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Overtime for non-exempt weekly employees is to be approved by the requested employees' department head and the project manager or other manager responsible for the project/task to be charged for the work.

Subject to the approval of the manager responsible for the project/task to be charged for the work, line managers may authorize up to one hour of overtime to complete a task that would otherwise incur a large setup time if stopped at the end of an 8-hour day. Such field-directed overtime must be reported to the department head on the next work day.

Work time is not to exceed 60 hours per week. If an employee is called in for an after-hours emergency, his planned overtime for the balance of the week will be reduced or cancelled if the total will exceed 60 hours. Exceptions to the 60-hour limit must be approved by the division head or designee and will be given only for extenuating circumstances in accordance with laboratory policy.

Planned work time is not to exceed 10 hours per day except where an approved 12-hour shift schedule is in place. No overtime is permitted on scheduled 12-hour days. Department heads may approve up to one additional hour added to a ten-hour day to complete a task that would otherwise incur a large setup time if stopped after 10 hours.

Overtime on lab holidays will be allowed only for emergency repairs.

Department heads should endeavor to spread overtime work as evenly as possible to employees who are interested.

On Monday following a week in which overtime has been charged, group leaders should send a summary of overtime from the previous week to the division head or designee and to the department head listing the employees, tasks, and number of hours.

### Owner

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Responsibility for reviewing, updating, and communicating changes to this policy rests with the Division Head.

### Review Cycle

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This policy is to be reviewed at least every three years.

## Revision History

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<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b>
v01	8/16/2016	J. Lewis	Original Creation
v02	4/10/2019	J. Lewis	Added limited manager approval and updated for DobDB migration

