

## Company Overtime Policy Sample Template

**1. Purpose:**

The purpose of this policy is to outline the guidelines and procedures for overtime compensation for employees of [Company Name].

**2. Eligibility:**

Employees eligible for overtime compensation include non-exempt employees who work more than 40 hours in a workweek. Exempt employees are not eligible for overtime pay.

**3. Overtime Rate:**

Overtime pay will be calculated at a rate of 1.5 times the employee's regular hourly rate for all hours worked over 40 in a workweek.

**4. Approval Process:**

All overtime work must be approved in advance by the employee's supervisor or manager. Failure to obtain approval may result in disciplinary action.

**5. Recording Overtime:**

Employees are responsible for accurately recording all hours worked, including overtime hours, in the company's timekeeping system.

**6. Payment of Overtime:**

Overtime pay will be included in the employee's regular paycheck for the pay period in which the overtime was worked.

**7. Compliance:**

This policy is in compliance with all federal and state labor laws regarding overtime compensation.

*For more information on overtime laws and regulations, please refer to the Department of Labor website: [Department of Labor Overtime Regulations]([www.dol.gov/overtime](http://www.dol.gov/overtime)).*

*We are committed to ensuring fair and equitable treatment of all employees in regards to overtime compensation. If you have any questions or concerns about this policy, please contact the HR department.*

