

**DENMARK TECHNICAL COLLEGE  
STATEMENT OF POLICY**



**DTC POLICY NUMBER: 6-1-002      REF. STATE BOARD POLICY: NA**

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**POLICY TITLE: Overtime and Compensatory Time for Non-Exempt Employees**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY: Personnel/Fiscal Affairs**

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|-------------------|-----------------------|------------------------------------|
| x                 |                       | Fall 1995                          |
| <b>NEW POLICY</b> | <b>REVISED POLICY</b> | <b>DATE APPROVED BY COMMISSION</b> |

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| <b>PRESIDENT</b> | <b>DATE</b> | <b>CHAIRPERSON</b> | <b>DATE</b> |
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**POLICY STATEMENT:**

It is the policy of Denmark Technical College to compensate for overtime in accordance with the Fair Labor Standards Act (FLSA) and appropriate state policy and procedures. Compensatory time off may be granted in lieu overtime pay. Employees, in bona fide executive administrative or professional positions as stipulated in the FLSA, are excluded from this provision.

The normal work week consists of thirty-seven and one-half (37.5) hours; some departments may be required to work forty (40) hours per week as operational necessity. No overtime shall be paid or accrued until employee works in excess of forty (40) hours during the defined work week.

Employees who are in non-exempt positions as defined by the FLSA and who work in excess of forty (40) hours during their normal work week will receive compensatory time off at a rate of one-half (1.5) hours off per overtime hour.

Mandatory overtime may be required of an employee only in emergency situations and with prior approval of the appropriate Executive Committee member and the President.