

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Payroll and Overtime	Policy #: 1.7
Prepared by:	Revision #:
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1.7 Payroll

Payroll Period

For salaried and hourly employees, each calendar year will be broken into 26 pay periods. Each pay will be for the pay period ending the previous Friday. Time sheets must be in the Executive Director's office no later than Wednesday noon to ensure that the check will be drawn on time.

Overtime

Overtime is defined as time worked by non-exempt employees beyond 40 hours in a one-week period. Non-exempt hourly employees are entitled to overtime pay at the rate of one and one-half their usual hourly rate. All effort should be made by both employee and supervisor to limit the need for overtime by allowing an employee to take compensatory time during the same pay period. Exempt employees do not receive overtime pay.