

### **Hourly Paid Employees**

Hours of work are to be determined by the appropriate supervisor after considering the needs and demands of the department.

All overtime must be approved by an immediate supervisor prior to the time that it is worked.

Adopted: July 8, 1968  
Reviewed: October 25, 2007  
Revised: August 12, 2013

Legal Reference:  
Fair Labor Standards Act  
29 USC Sec. 201