



## OVERTIME COMPENSATION FOR NON-UNION NON-EXEPT EMPLOYEES POLICY

**Board Bylaw:**  
**Policy Number: 4.3002**  
**Subject Area: Personnel**  
**Adopted: 06/26/2023**  
**Revised: 06/26/2023**

Kaskaskia College compensates overtime for employees whose supervisor has granted prior approval in accordance with Illinois Wage Law 820 ILCS 105/4a (1) and the Federal Fair Labor Standards Act of 1938 Section 7 (FLSA). Non-union, non-exempt employees shall receive overtime compensation for hours worked in excess of 40 hours per work week. The Illinois Wage Law Act does not require that an employee be paid overtime compensation for hours worked in excess of eight hours per day, or for work on Saturdays, Sundays, or regular days of rest, unless the hours worked for the work week exceed 40 hours. Kaskaskia College's work week begins on Sunday and ends on Saturday.

Overtime compensation will be paid at a rate of not less than one and one-half times the employees' regular hourly rate of pay. Overtime compensation is not applicable to FLSA defined exempt employees such as employees classified in Executive, Administrative, or Professional positions. For sworn campus police, refer to the Overtime Compensation for Campus Police Policy and Procedure.