



KNOWLEDGE SERVICES

KS - DFR OVERTIME POLICY

- Staff may not exceed 37.5 hours each week unless there is approval sent to Knowledge Services from DFR management prior to hours exceeding 37.5 hours.
- Pre-approval from DFR management is required to work overtime.
 - Hours exceeding 37.5 in a workweek (Saturday-Friday) are considered overtime.
 - Hours worked over 37.5 hours but not over 40 hours will be paid at your regular hourly rate of pay.
 - Hours worked over 40 hours in a workweek will be paid at time and a half, per Federal and State Wage and Hour Laws.
 - Note that PTO and Holiday hours are not considered hours worked. If your timesheet is over 40 hours but PTO was used and/or a holiday occurs during the same week, this is not hours worked, therefore, you will be paid at your regular hourly rate.
- All hours worked must be included on your dotStaff timesheet.
- No PTO hours will be processed that exceed 37.5 total hours for the workweek.
 - We are unable to process PTO hours that would cause you to exceed 37.5 hours (including paid Holiday hours) in a workweek. Any PTO hours that were submitted but unable to be processed will remain in your PTO balance.