

PROCEDURE

Series:	HR Practices	COA: HR 5 CFOP: N/A
Procedure Name:	Overtime and Recording Hours Policy	
Procedure Number:	HR2508	
Reviewed Date:	4/16/24	
Revision #/Date:	2/8/17, (2) 8/7/19, 11/1/25, 7/1/26	
Effective Date:	5/18/2016	

Applicable to: All Family Partnerships of Central Florida (FPOCF) staff

PURPOSE: To control labor costs while ensuring eligible employees are fairly compensated in compliance with the Federal Labor Standards Act (FLSA) by managing overtime pay processes and oversight of all nonexempt employees of FPOCF.

References:

Eligibility for Overtime

In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per work week. The work week begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. each Friday.

Exempt employees are not eligible for overtime pay and are expected to work the hours required to perform and accomplish the duties associated with their position to meet the goals and objectives of the agency.

Scheduling and Working Overtime

All overtime must be authorized by the employee’s immediate supervisor prior to its occurrence. All overtime will be clearly noted on employee timesheets and approved by the employee’s immediate supervisor. If required, the employee will complete an overtime authorization form and submit it for approval to their supervisor. At the supervisor’s discretion, an employee’s work schedule may be adjusted during a work week to adequately manage overtime expenses.

Prohibited “Off the Clock” Work

At no time are non-exempt employees to perform work while “off the clock.” All time spent working must be properly recorded. If at any time an employee is given a directive to perform work “off the clock,” or to work “off the clock” and not properly record all hours worked, staff are required to immediately notify the Human Resources Senior Director.

Time Worked

Approved paid absences, including PTO, holiday leave, and administrative leave are paid at an employee’s regular rate of pay, but are not counted as time worked for the purposes of computing overtime.

Compensatory Time

The agencies do not allow accrual of compensatory time by exempt or nonexempt employees.

PROCEDURE:

1. Each nonexempt employee is expected to complete their required job tasks within a 40-hour work week. All nonexempt staff members analyze their weekly activities and organize their schedule accordingly to fit within the regular time parameters.
2. All nonexempt employees are required to accurately record their work time each day by clocking in at the beginning of their workday and clocking out at the end of their workday using FPOCF's designated payroll and timekeeping system. Employees must also record the start and end of any unpaid meal breaks in the system. Failure to accurately record work time may result in corrective action.
3. If the employee assesses his or her workload will not be properly managed within a 40-hour work week, the employee must bring this information to the attention of his or her supervisor immediately. The supervisor will provide the employee with a plan to accomplish his or her duties within the regular work week. The plan may include, but is not limited to, reprioritizing work responsibilities, redistributing nonessential job functions to other employees with more capacity to handle these tasks, or extending non-critical deadlines to allow essential tasks to be accomplished within the prescribed 40-hour work week.
4. In the rare event that overtime is necessary, all employees must obtain prior approval from his or her supervisor prior to exceeding 40 hours within the workweek parameters. The employee will complete an overtime authorization form and submit it for approval. Failure to obtain prior approval may lead to disciplinary action for both the employee and supervisor.
5. During the timesheet approval process within the payroll system, the supervisor approves any preauthorized overtime hours worked.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 07/08/2026