

# Rock Valley College

## RVC Board Policy 3:40.060 Overtime/Compensatory Time

Rock Valley College will fully comply with its obligations under the *Illinois Minimum Wage Law* ("IMWL"), 820 ILCS 105/1 et seq., and the *Fair Labor Standards Act*, ("FLSA") 29 U.S.C. §201 et seq.

The work week shall begin at 12:00 a.m. on Monday and end on the following Sunday at 11:59pm. "Overtime" is time worked in excess of 40 hours in a single work week. Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime. Non-exempt employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked in a work week consistent with the FLSA and IMWL.

The College discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's prior written approval.

The Administration is authorized to adopt and maintain procedures regarding overtime and compensatory time. In the event of a conflict between this Policy and state or federal law, the law shall control. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 6157, 6220, 8377

**Implemented:** March 24, 2009; January 25, 2005

**Revised:** April 8, 2014; April 28, 2026