

Awakening Together Overtime Policy

Policy: Awakening Together has established this overtime policy to comply with applicable state and federal laws governing overtime work and compensation. The President-Minister will determine based on the law whether each employee is designated as “exempt” or “non-exempt” from earning overtime.

Procedure I: Overtime

- A. In general, workers who are paid hourly or earn below a certain amount as stated in the regulations promulgated under the Fair Labor Standards Act (FLSA 29 US § 201-) are considered to be protected by the overtime regulations set forth in 29 CFR 541. Employees protected by overtime regulations are also referred to as “nonexempt” workers who are entitled to overtime pay at a rate of one and a half times the regular rate of pay after 40 hours of work in a work week.
- B. Employees who are not protected by the overtime regulations, or “exempt” workers, are those who earn more than the regulated income threshold set forth in 29 CFR 541.600 and are considered to be “executive, administrative, and professional employees.”
- C. Ordained ministers who meet the totality of circumstances test set forth in Hosanna-Tabor Evangelical Lutheran Church & Sch. v. EEOC, 132 S.Ct. 694, 706 (2012) will also be exempt from overtime regulations. In general, those ordained ministers will perform a role distinct from that of most of its church members, will have job duties reflecting their role in communicating the church's message and carrying out its mission and will likely be subject to self employment taxes. It should be noted that employees are not exempt merely because they are also ordained ministers.
- D. All non-exempt overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. The workweek is Sunday morning from 12:00 a.m. to Saturday evening at 11:59 p.m.. The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.
- E. All non-exempt employees, including part-time employees, must seek prior approval before working hours that exceed their standard work week hours.
- F. Exempt employees are expected to work whatever hours are necessary in order to meet the performance expectations outlined in their job descriptions. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Procedure II: Reporting Hours Worked

- A. In order to keep an accurate record of the number of daily hours worked by a non-exempt employee, non-exempt employees must provide the total number of hours worked each day, including the number of overtime hours, by the end of each pay period.

- B. For employees who work a fixed schedule, an employer need not track the employee's exact hours worked each day; rather, the President-Minister and the employee can agree to a default schedule that reflects daily and weekly hours. In such cases, only when the employee deviates from the schedule is the employee required to report the number of hours worked each day.

Procedure III: Volunteer Work by Employees

- A. Employees may not volunteer additional time without compensation to do the same work for which they are employed. Time spent in work for public or charitable purposes at the employer's request, or under his direction or control, or while the employee is required to be on premises, is working time.
- B. Time spent voluntarily in such activities outside of the employee's normal working hours is not hours worked, so long as the volunteer activities are not the same or similar to the activities the employee is employed to perform. Employees should receive no more than *de minimis* compensation for volunteer activities, such as entry to the event and/or reimbursement of travel expenses.
- C. All employees wishing to volunteer must complete the following Volunteer Agreement:

Awakening Together

VOLUNTEER SERVICES EMPLOYEE/VOLUNTEER AGREEMENT

I, _____, an employee of The Foundation for the Holy Spirit, Inc., dba Awakening Together, am interested in serving in a voluntary capacity as listed below and stipulate to the following:

- I have requested the volunteer assignment listed below in pursuit of my personal interests and desire to serve my community
- The volunteer assignment listed below is not within the scope (responsibilities, job duties, etc.) of my regular employment
- I understand that I will not be compensated for my time served in this capacity
- This assignment is not a condition of my employment
- This assignment will be served during my free/off time; it is not a part of and will not interfere with my regular work schedule.

Volunteer Assignment:

Employee Signature:

Date: _____