

Overtime

1.0 Policy

The nature of Ultra Tech's business is such that overtime may be necessary and, in certain circumstances, required of all employees. Hence overtime is considered a condition of hire. It is Ultra Tech's policy to compensate non-exempt individuals consistent with the Fair Labor Standards Act (FLSA), Walsh Healy Public Contract Act, and other applicable state laws.

2.0 Scope

All employees.

3.0 Guidelines

3.1 Definitions

Exempt employees are employed in executive (management and supervisory), professional, sales, or administrative positions and are exempt from overtime and/or minimum pay standards as defined by the Fair Labor Standards Act (FLSA) and the Walsh Healy Act.

Non-exempt employees are employed in office, clerical, production, technician, craft, or general labor positions and who do not qualify for exemption from overtime and/or minimum pay standards as defined by the Fair Labor Standards Act and the Walsh Healy Act.

The standard work week consists of a regularly recurring forty (40) hour period within a period of seven consecutive days. Ultra Tech's work week begins on Monday and ends on Sunday. Employees normally work five (5) consecutive eight (8) hour days within this period.

The regular workday for ULTRA TECH employees comprises a period of 8 hours per day, excluding any applicable lunch periods and usually commences at 8:00 a.m., and ends at 5:00 p.m.

3.2 Non-Exempt

Non-exempt employees will be paid time and one-half for all hours worked in excess of 40 hours in the standard work week.

?? Non-working time such as vacation, sick leave or holidays will not be counted as time worked for the purpose of computing overtime pay.

- ?? Overtime pay will be paid at one and one-half times the individual's base rate.
- ?? Time and one-half will be paid in addition to holiday pay for hours worked on a day observed by the Company as a paid holiday.
- ?? There will be no pyramiding of overtime, and additional premiums will not be included in the calculation of overtime.
- ?? Company required training will be considered as time worked for the purpose of calculating overtime.
- ?? Normal travel time to and from work is not considered as time worked. However, travel required by company business may be considered as time worked subject to the conditions outlined in the Fair Labor Standards Act.
- ?? Overtime should be, supervised by an exempt employee/manager.
- ?? Overtime must be pre-approved. However, the burden is on management to enforce overtime restrictions, i.e., non-exempt overtime that is allowed or permitted (such as at lunch time) must be Paid.

3.3 Exempt

Casual overtime is considered to be a normal part of the exempt professional's job, and is particularly applicable to managerial positions. Consequently, exempt employees are not eligible for overtime compensation.

- ?? **Exception for Holidays Worked**
Compensatory time will be given for approved time worked on holidays. This time must be taken within the two month period following the holiday worked. Prior approval from your supervision will be necessary prior to taking the time off.

3.4 Notification of Overtime

Supervisors are expected to provide employees with as much notice as possible regarding overtime. However, employees should be aware that emergencies occasionally do arise that do not permit advance notification.

Management expects that employees will work in excess of standard hours when requested. Failure to do so may result in disciplinary action. In the event of any such failure, the validity of the reason for refusal and the amount of advance notice will be taken into account.