IC3 Overtime Policy

I. Purpose:

In order for IC3 to operate a quality childcare center effectively and efficiently, the Center depends upon each employee to show up for work on a regular, consistent and timely basis. All staff should be in their designated area, ready to begin work at their scheduled time. While the Center encourages staff to come to work early so that they are prepared to start working when their shift begins, a balance must be struck between staff arriving early and the Center managing the expenses associated with overtime. When staff arrive too early or stay too late for their shift, this can have a negative impact on the Center's fiscal health. The fiscal health of the Center is vitally important to the Center's stability, therefore a balance must be struck between staff arriving early in preparation to start their shift, staying late to do work in the classroom and payroll expenses being incurred due to overtime.

II. Scope:

This policy applies to all hourly and salaried non-exempt employees.

III. Policy:

A. Staff may clock in/sign in 15 minutes before the start of their shift.

B. Staff may clock out/sign out 15 minutes after the end of their shift.

C. Staff must take at least a full 30 minute break. Staff scheduled for an hour break should take a full hour.

D. Staff must get pre-approval for overtime from the Executive Director or Program Director.

E. If a staff member goes into overtime without pre-approval, the Code of Conduct would be implemented.

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