

## **Do I Qualify for Overtime?**

(for OT-Eligible Employees only)

## A Few Notes About Overtime (OT):

- OT is payable for ALL extra hours worked, in fifteen-minute increments.
- OT is paid at time and one-half of regular pay.
- Eligible employees must file for OT in Workday.
- If you're not sure whether you're eligible for overtime, check with IAPE.

## **START HERE:**

Has the work been assigned by a manager on my scheduled day off or beyond my working hours?

No

Yes

If you are working on an assignment because of an impending deadline, you should follow the "Yes" path to see if you are entitled to overtime. If you are working on your day off just because you want to clean up some unfinished business, you are volunteering your time.

The company must pay overtime (time-and-one-half) for all hours that you work, including any travel time. (See \*Note below.)

**Note:** This guide does not apply to work performed on a regular holiday. Please see Article VIII of our contract for information on holiday compensation.