

516 – Overtime Pre-Approval and Payroll Documentation

1.0 POLICY

To ensure compliance with state and federal wage laws, maintain internal control over overtime expenditures, and document compensation decisions transparently and consistently.

2.0 PURPOSE

This policy applies to all nonexempt (hourly or wage-eligible) employees of Mount Rainier Pool. Exempt (salaried) employees are excluded from overtime pay requirements but may be subject to internal review of workload and performance.

3.0 DEFINITIONS

- **Nonexempt Employee:** An employee eligible for overtime pay under the Fair Labor Standards Act (FLSA) and Washington State law.
- **Overtime:** Hours worked beyond 40 in a workweek. (Per FLSA and Washington State Law, nonexempt employees must receive overtime pay for all “hours worked” over 40 in a week.)
- **Preapproval:** Written or electronic authorization in advance to work overtime hours, by an authorized supervisor or manager.
- **Pay Rate Documentation:** Records supporting the wage or salary basis for an employee, including approvals of pay changes, salary steps, or special assignments.

4.0 OVERTIME PRE-APPROVAL

1. Requirement for Preapproval

All overtime must be approved in advance, except in emergency or unforeseen circumstances. Employees should submit a request to the Aquatics Manager or District General Manager as soon as they anticipate overtime. Any unauthorized overtime may result in disciplinary action.

2. Approval Authority

- Aquatics Manager or Aquatics Coordinator may approve overtime within their budgetary authority and per employee handbook.
- All approvals must be documented (email, timesheet comments, or overtime request form).

3. Documentation of Approved Overtime

- When overtime is approved, the supervisor and employee must document the hours, reason, and whether it is continuous or broken periods.
- Timesheets must reflect actual hours worked, and overtime hours must be clearly identified.
- The Aquatics Manager or District General Manager must review and sign off on the timesheet, verifying accuracy and authorization.

5.0 OVERTIME PAY CALCULATION AND TIMING

- **Rate of Pay:** Overtime is compensated at 1.5 times the employee’s regular rate of pay.
- **When to Pay:** Overtime must be paid no later than the regular pay day for the pay period in which the overtime was earned, allowing reasonable time for computations.
- **Rounding & Partial Hours:** No rounding is permitted.

6.0 PAY RATE DOCUMENTATION

1. Hiring & Salary Documentation

- Every newly hired or reclassified employee must have a signed offer letter or contract that

states title, base wage/salary, pay step or range, effective date, and any special compensations (e.g., shift premium).

- Those documents must be retained in the employee's personnel file.

2. Pay Adjustments & Increases

- Any pay rate changes—merit increases, promotions, reclassifications—must follow established compensation policies as established by the Board in the Employee Handbook and be authorized in writing by the District General Manager or the Board of Commissioners(if required).
- The documentation should include the rationale, effective date, new rate, and authorizing signatures.

3. Record Retention

- All pay-rate documents must be maintained in the employee's personnel file for the duration of employment and per the local government common records retention schedule (CORE).
- Payroll records, timesheets, and overtime documentation should be retained per the local government common records retention schedule (CORE).

7.0 POLICY COMPLIANCE AND OVERSIGHT

- The District General Manager or designee will periodically audit timesheets and overtime approvals for compliance.
- Non-compliant overtime (unauthorized or undocumented) may result in disciplinary action.
- Management staff must ensure staff are trained on this policy and understand it. This policy should be incorporated into the onboarding process for all employees.

8.0 RELATION TO EMPLOYEE HANDBOOK

This policy implements and supplements the general compensation and payroll provisions in your Employee Handbook (e.g. "Working Hours," "Compensation," etc.). In the event of a conflict, this Policy shall control. The Handbook's provisions remain in force, and this policy should be referenced in conjunction with the Handbook.