



Stewards Individual Placement Program

Overtime Policy for Hourly Interns

All participants placed by the Stewards Individual Placement Program at Conservation Legacy who are not serving an AmeriCorps term are considered employees of Conservation Legacy. Participants are paid hourly and are eligible for overtime pay. Since overtime policies may vary between agencies and Conservation Legacy, please note:

- Conservation Legacy’s pay-period is seven days from Saturday through Friday.
o PLEASE NOTE: This pay period likely differs from that of agency staff.
• Overtime is calculated based on this pay period (Saturday-Friday).
• Hours CANNOT be flexed over the course of two weeks to mitigate overtime (i.e 50 hours one-week and 30-hours the next)
• If a member records over 40 hours in one pay period on their timesheet (this would be one timesheet submission), any hours worked over 40 will be paid time and a half.
• Non-productive hours (holidays or other paid time off) does not count toward overtime compensation rates.

The funds allocated through the agreement for your member’s wages are based on a 40-hour workweek and did not include budgeted overtime. If overtime is accrued by your member, it must be reported accurately and may require a modification to the original budget to ensure adequate funding for your member's service. You will be responsible for making these changes with Stewards Corps Director or Conservation Legacy's business staff. This may include obligating additional funds to cover the overtime pay for your member.

Please sign and date the following:

I understand that my intern with Stewards Individual Placement Program may not work over 40 hours per week without overtime pay. I understand that my program is responsible for accurately reporting member hours and allocating any additional funds needed to cover overtime pay, if needed.

Member Name: \_\_\_\_\_

Supervisor name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_