

# The American University of Kurdistan Policy for Non-Exempt Overtime

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### I. INTRODUCTION

- a. Authority: The Board of Trustees (herein referred as "Board") at The American University of Kurdistan (herein referred as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. Purpose: This policy states the requirements and procedures for the non- exempt overtime.
- c. Scope: ~~WBTF 20 f1097 mg (P) f1097 (r) (h) )TJ G JET 092 WBTF 3EMC 08 tcop 92 WBTF 20 f1097~~



If a non-exempt employee is traveling domestically to execute business tasks in other governorates and worked a number of hours beyond the normal working hours or on holiday, then s/he will be eligible to demand overtime for his/her working hours. Training courses, attending conferences, and other professional development events are excluded;

If the employee is on annual leave/sick leave and called to do some emergency tasks, s/he shall be compensated for the hours worked; and

Exceptional cases for the number of overtime hours in a month may be approved in coordination with the HR Director and respective VP and/or the President

## VI. POLICY HISTORY

- a. Approved by: Board of Trustees
- b. Adopted: May 28, 2023