



Overtime Policy

It is important to recognize personal time, regular pay and overtime pay. As an employer, it is our job to make sure that our employees know the difference between each so each employee can be responsible for the time they are at the office and the work they are doing.

Regular Pay – Your job has been designed to be finished within your regular work week. Therefore, unless some unseen circumstances arise, it is your responsibility to get your duties finished within your assigned work week.

Overtime (OT) – Any time spent over the typical work day or week is considered over time. Overtime is paid at time and a half, which is typical pay rate plus one half of that amount. As an employer, it can get very expensive and therefore would like overtime to be kept to a minimum.

We spend about one-third of our lives together during the workweek. That is a substantial amount of “life” time. Ideally, we keep that time to no more than the prescribed amount. This being said, at times it is natural that we will run over our regularly scheduled hours due to unforeseen circumstances - an emergency patient, unexpected treatment complication etc.

Sometimes things happen that require you to work overtime, and we appreciate your commitment to getting the job done right now matter what and being there for our patients. In order to track when that happens, please make sure to follow this procedure so that we are aware of the reason.

At the end of the week when you are turning your timesheets, please write in the amount of OT you have accrued for that pay period, if any. Typically, there will be little to none.

Personal Time – This is time that you need to get ready to start working, leave at the end of the day and/or time during the day, such as lunch when you attend to your personal things. Please be respectful of office time versus personal time. Some examples are: if you rush into the office in the morning, clock in then sit down to have breakfast and make a phone call – that is not office time. If at the end of the day you find yourself hanging out to chit chat with friends at work, please consider not only if you are on office time, but also if the other staff member is on office time as well.

Finally, if you are ever receiving dental care, that work is completed off the clock. Please clock out during that time.

It is your responsibility as an employee of our office to monitor your hours and what you do during those hours. If you ever feel you need some assistance with this, please let us know.

The information contained in this document is intended as information only and not as financial, accounting or legal advice.