

**Orthopedic Physical Therapy
&
The Body Shoppe Fitness**

Policy: Hourly vs Salary Personnel

All personnel at OPT and The Body Shoppe are hourly, except the owners

Overtime for PT's is with written approval of the Owners or Support Staff Administrator.

Employees working other than their regular scheduled hours, need to have written approval for Y-time or overtime

Written: 2/1998

Approved: 2/1998

Reviewed/Revised: 12/2018

Signature: 

Reviewed/Revised: 8/2010

Signature:

Reviewed/Revised:

Signature: