



POLICY MANUAL

COMPENSATION

Number 378

Subject: Overtime

Covered Employees: Non-exempt Employees

Date of Origin: January 24, 1997

378.1 POLICY

The use of overtime is generally discouraged and should be avoided through proper scheduling of department work loads. With the exception of certain emergency situations, all overtime should be approved in advance by the department head or supervisor.

Agreeing to work overtime when requested by a supervisor is a condition of employment. Refusal to work a reasonable amount of overtime, especially under emergency conditions, may result in disciplinary action. The overtime pay rate for non-exempt employees who work more than 40 hours in a week is one and one-half times the regular rate. Exempt employees do not receive overtime pay.

In lieu of overtime pay, non-exempt employees may receive compensatory time off at a rate of one and one-half times the number of hours worked in excess of 40. Compensatory time off should be used within the same pay period that it is accumulated; however, due to extenuating circumstances, supervisors may request that it be saved for use at a later date.

The maximum number of compensatory hours that can be saved before payment or time off must be given is 120 hours for most employees and 240 hours for police officers and employees engaged in emergency work.

378.2 PROCEDURES

2.1 Work Week

The University work week begins at 12:01 a.m. on Saturday and ends at midnight the following Friday. Saturday and Sunday, therefore, are at the beginning of the work week,

and work on these days does not constitute overtime. Overtime would not occur until later in the week when 40 hours is exceeded.

All work over 40 hours within a week is compensated at one and one-half times the regular rate. Only hours *actually worked* count toward the 40 hours-per-work week test for overtime paid to non-exempt employees. Time away from work for which the employee is paid (e.g., sick leave, annual leave, holidays, etc.) does not count toward the 40 hours-per-work week test.

2.2 Hours Worked

Time spent by an employee engaged in any part of the job's main duties is considered as hours worked. This includes work that occurs outside regular working hours or during lunch hours. Generally it does not matter where this activity occurs; it is still counted as hours worked. Time spent in preparatory work, cleanup, or any other required preliminary activity also counts as hours worked. In addition, time spent by an employee waiting because of interruptions beyond his/her control is counted.

2.3 Recording Hours Worked

Departments should develop methods to record hours worked. This information must be forwarded to the Office of Human Resources using the Monthly Leave Report. The Office of Human Resources will provide a monthly report to supervisors for their use.

2.4 Overtime Payment

Payment should be made within the pay period in which the overtime occurred if payment is made by salary. Salary payments for overtime are made using the Temporary Salary Adjustment Form.

2.5 Holidays

Benefit-eligible classified employees who must work on recognized University holidays must either schedule another day off within thirty days or be paid their regular compensation in addition to holiday pay.

2.6 Occasional and Sporadic Employment

Employment in a second University position, which is occasional and sporadic and in a different capacity, may not have to be compensated at one and one-half times the regular rate even if the total combined hours exceed the 40-hour limitation. To meet this exemption, the work must be intermittent and irregular, rather than continuous and regular. The Department of Labor has identified employment in certain activities as occasional and sporadic. Situations should be reviewed on a case-by-case basis. Employment in the different capacity must be made freely by the employee without fear of reprisal.

2.7 Volunteers

Individuals who volunteer their services and receive no compensation are excluded from the definition of "employee" and are thus excluded from coverage of the Fair Labor Standards Act. They may be paid expenses, reasonable benefits, nominal fees, or a combination of these. However, University employees may not volunteer to perform services of the same type they are employed to perform.

378.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for approving overtime in advance and making sure new employees understand whether their positions are non-exempt (eligible for overtime pay) or exempt (not eligible for overtime pay).

Responsible for communicating the necessity of having to work overtime when requested as a condition of employment. Supervisors must approve the number of hours worked by an employee within the pay period and specify that payment is for overtime.

3.2 Employees

Responsible for accurately recording work hours, cooperating with overtime work needs, and balancing University and personal needs when establishing flexible work schedules.