Overtime

Policy

Wage Administration Policies for Clerical/Service Staff and Operations/Technical Assistants (IV.5.8)

Eligibility for Overtime

The overtime policy and its regulations apply to the employment of all regular and temporary staff members (including student employees) who work in excess of 40 hours weekly, except for those who perform work classified as exempt under the Fair Labor Standards Act.

Authorization for Overtime

Department heads or their designated representatives authorize overtime when there are increased workloads, emergencies, or work that requires employees with certain skills, training, or experience. To prevent last minute scheduling, supervisors should inform their employees as soon as possible that they are needed for overtime work. Overtime not requested but permitted or condoned by a supervisor must be counted as "worked overtime," and must be compensated. However, nonexempt employees who work overtime without authorization are subject to disciplinary action, up to and including termination.

Calculating Overtime Pay

Payment for overtime is made at the rate of one-and-one-half times the employee's regular rate of pay. The regular rate of pay includes the value of any shift differential, but excludes the value of protective clothing, safety apparel, perquisites, etc., which may be furnished. Hours worked cannot be averaged over two or more workdays for the purpose of avoiding overtime. However, an employee may request a flexible work schedule. If the supervisor and employee agree upon a mutually acceptable flexible work schedule, the employee may work additional hours one day and fewer hours another day during the same week. The flexible schedule adjustment must occur within the same workweek. Hours to be made up cannot be carried into another workweek. The department head or designee must approve the schedule in advance of its implementation.

To record hours worked on a flexible work schedule, the employee should record the actual hours worked on the "Worked Regular" line. If the hours exceed the normal, regular hours worked for the position (traditionally 8 hours), then the employee should asterisk the hours and at the bottom of the timecard write the word "Flextime" and the number of hours associated with this assignment.

Overtime Provisions

- Vacation and sick leave credits are not earned or accrued on time worked as overtime.
- Normally scheduled hours paid for holidays, vacation, sick leave, jury duty, funeral leave, and military duty are included in the basic or normal workweek to determine the eligibility of overtime hours worked.
- Records of regularly scheduled time and overtime are maintained to the nearest one-tenth hour.
- The maximum amount of overtime that can be scheduled for an employee in any 24-hour period is eight hours. The maximum allowable overtime in any workweek (Monday through Sunday) is 20 hours, allowing at least one full day off work per workweek, except if an extreme emergency situation requires more overtime.
- Supervisors and department heads are responsible for arranging overtime work schedules to provide for fair and even distribution of overtime work among their staff members. However, overtime assignments should be made among those employees with the skills required to accomplish the work.
Additional University Employment

Members of the regular clerical and service staff can work for another university department or on another job only on a temporary, intermittent, or emergency part-time basis for the convenience of the employing department or for the utilization of special skills, experience, or training. The supervisor or department head of the regular employing department in which the person is regularly employed must approve the additional employment.

Pay for hourly work in additional University employment will be the straight-time rate established for the additional job, unless total hours for all jobs for any individual exceed 40 hours weekly. Overtime on the additional job must be compensated at the rate of one-and-one-half times the regular rate established for the additional position. Employing departments should coordinate time reporting to ensure that overtime is paid and charged appropriately.

A flat fee or standard job rate cannot be used as a method to avoid overtime payment or to determine overtime pay. The regular rate of pay for additional work must not be lower than the minimum hourly rate established for that position.