

Standard Practice Guide Policies

Overtime

201.38

Applies to: Regular, non-exempt staff with the exception of those represented by a bargaining unit

I. POLICY

Non-exempt staff members will be paid overtime compensation at one-and one-half times the staff member's regular rate of pay for all hours worked in excess of 40 hours in a calendar week (See Exceptions, Sec. II. D.).

II. REGULATIONS AND DEFINITIONS

A. NON-EXEMPT

Non-exempt staff members are those employees who do not meet the exemption standards of the federal Fair Labor Standards Act.

B. DAY

“Day” shall mean the twenty four (24) consecutive hour period beginning with a staff member’s starting time on each work day.

C. CALENDAR WEEK

“Week” means seven (7) consecutive calendar days beginning at midnight between Saturday and Sunday.

D. EXCEPTIONS

For staff in a hospital setting on an alternate work schedule of fourteen (14) consecutive days instead of a calendar week of seven (7) consecutive days, compensation for all hours worked in excess of eight (8) in a day or eighty (80) hours in a 14-day period (whichever is greater) is made at one-and-one half times the staff member's regular rate of pay. This exception must be pursuant to an

agreement with the staff member that is entered into before the start of the alternate schedule and requires a 30-day notice to change.

E. AVOIDANCE OF OVERTIME

Overtime should be avoided and supervision is responsible to manage operations accordingly, including rearranging work schedules when possible.

F. AUTHORIZATION AND APPROVAL

Administrative heads of operating units or their authorized representative are responsible for the scheduling and approval of overtime before overtime work is performed. Staff members may not authorize or certify their own overtime. Overtime shall not be authorized for the specific purpose of increasing a staff member's income.

G. GOVERNMENT OR AGENCY CONTRACTS

Overtime worked under governmental or agency contracts must be in accordance with all requirements and restrictions of the contract prior to authorizing overtime. The Controller's Office will assist in obtaining sponsor approvals.

H. ASSIGNMENT OF OVERTIME

Overtime, when assigned, is a requirement of every position. When practicable, it shall be arranged to cause the least inconvenience to staff members. Overtime work will be assigned primarily on a basis of University efficiency and economy and secondly, on a basis of sharing distribution.

I. TIME WORKED FOR COMPUTATION

Overtime will be calculated for time worked in excess of 40 hours in a calendar week. (See Exceptions, Sec. II. D.).

J. PYRAMIDING

Overtime will not be pyramided, compounded, or paid twice for the same time worked.

K. RECORDS

The provisions of the Fair Labor Standards Act require the University to maintain and preserve for a minimum of three (3) years from the last day of entry or last effective date, records for each staff member or as otherwise provided by the University.

This policy was reviewed in January 2013. No changes were made.

The policy was reviewed in February 2018. No changes were made.

File Attachments

Printable PFD of SPG 201.38, Overtime (</sites/default/files/policies/201X38.pdf>)

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