

## Overtime, Comp Time, and Flex Hours

1. Time actually worked in excess of 40 hours per week shall be considered overtime and must be compensated at the rate of time-and-one-half to all non-exempt employees in one of two ways: overtime pay or comp time. Overtime hours need prior approval by department head and determination as to whether the employee will receive overtime pay or comp time.
  - a) Official closings and holidays shall be counted as hours worked during the work week.
  - b) Annual leave, sick leave, other forms of paid leave, and comp time shall not be counted as hours worked for overtime purposes.
2. Overtime provisions are not applicable to faculty or exempt employees, as identified by federal wage and hour criteria. Whether an employee is exempt depends on duties, responsibilities, and salary. Contact Human Resources for assistance in determining exempt status.
3. Overtime hours may be approved based on emergency circumstances or when it is impractical to maintain an additional temporary work force to handle peak loads during normal work hours. Overtime hours must be authorized by the employees' department head before incurred. Overtime work shall be assigned to the department non-exempt employees on a fair and equal basis.
4. A non-exempt employee called back for emergency service after completing his/her regular day's work shall receive credit for additional hours worked. Guaranteed minimum pay for call back will be two hours.
5. Regular employees who are required to work on a holiday because of the nature of their work or their regular shift shall receive additional pay at straight time (double hourly pay) for hours worked on those days.
6. Temporary employees shall be paid time-and-one-half for hours worked more than 40 hours per week (comp time accrual is disallowed.)
7. Travel time is counted as time worked for employees given work assignments at secondary locations that require travel to that location.
8. In lieu of overtime cash payment, the employee may be given equivalent time off (comp time) from the job. Time-off (comp time) must be given at one-and-one half times the overtime hours worked.
  - a) Comp time may be accrued up to 80 hours. Any overtime beyond these limits will be paid.
  - b) Employees must receive approval from their supervisors when scheduling the use of comp time. Per federal law, comp time must be used within one year of being earned or be forfeited.
  - c) Employee must be paid for unused comp time at the time of termination or transfer from the institution.
9. For employees exempt from overtime, department heads may arrange time off for recognition of required, continuous or excessive hours worked over 40 by the employee.
10. Department heads have discretion to offer flex schedules with their staff as long as the department maintains core coverage.

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