OVERTIME, COMPENSATORY TIME & CALL BACK PAY D020

05/28/2010

PURPOSE

To provide guidelines for compensating employees for authorized work performed for the University.

DEFINITIONS

- **Hours Worked**: Includes only hours actually worked; does not include other hours paid for but not worked i.e. sick pay, vacation pay, holiday, etc.

- **Compensatory Time**: Time off given for additional hours worked over 40 hours in a pay period. This time off is given in lieu of overtime pay.

- **Work Week**: The days worked between 12:01 a.m. Friday and 12:00 midnight the following Thursday.

POLICY

The University reserves the right to require employees to work overtime for the University if deemed necessary. Supervisors should give serious consideration to all legitimate reasons for an employee being unable to work overtime. Overtime may be scheduled by the department head or designee to meet the needs of the department. Overtime is only compensable in the form of direct payroll.

OVERTIME PAY

Overtime pay, 1 ½ times the regular hourly rate of pay, is paid to nonexempt employees who work in excess of 40 hours in a work week, with the exception of Intercollegiate Athletics employees that are paid under the Salary Plus Program (“Fixed Salary for Fluctuating Hours”).

Under the Salary Plus Program, nonexempt employees receive a fixed salary for hours worked up to 40 in a work week. Hours worked in excess of 40 in a work week are paid at ½ times their average hourly rate for that work week.

Nonexempt employees are to be paid 1 ½ times their regular hourly rate for all hours worked on University holidays (see Holidays, Policy E-050). This will be in addition to regular pay for the holiday.

Nonexempt employees will not be paid 1 ½ times their regular hourly rate of pay for hours worked on scheduled days off unless the hours worked are in excess of 40 hours for the work week.

Notice of assignment of overtime work should be given as early as possible, especially considering employee’s other obligations. However, in the event of an emergency, the department may require personnel to work overtime at any time prior to or after the end of the regular work shift without advanced notice. Notice of assignment to work on the employee's day off or on a scheduled University holiday should be given as early as possible, at least 24 hours in advance if possible.
Overtime work is not permitted without prior approval from the department head or designee. The department should make every reasonable effort to distribute all overtime assignments equally among employees in their respective areas. Information concerning equalizing of overtime should be available in the department where employees may check their standing. In the event an employee refuses to work overtime without legitimate reasons, or works overtime without authorization of a supervisor, disciplinary action may be taken in accordance with the University's disciplinary policy (see Professional Conduct/Performance, Policy B-025).

**COMPENSATORY TIME**

Compensatory Time is only available for use by the Department of Public Safety Only.

**CALL BACK**

This applies to all nonexempt University employees who have been placed on On Call status and called back to work between the completion of their regular scheduled work shift and the start of their next regular work shift and who did not receive notification for overtime work before leaving the University premises.

These employees will be paid an additional hour at 1 ½ times their regular hourly rate to compensate for inconvenience and expense of additional travel to and from work and will be paid at the overtime rate of 1 ½ times their regular rate for all hours worked during the Call-Back period regardless if they have worked over 40 hours during the work week.

**PROCEDURE**

All authorized overtime must be accurately recorded via Kronos and must be approved by the supervisor. Whenever an employee works overtime on a "call back," an additional hour at 1 ½ times the hourly rate is automatically recorded in the time keeping system. Compensation for all overtime will be included in the employee's regular paycheck.