OVERTIME AUTHORIZATION FOR SUPPORT STAFF

I. PURPOSE

Provides procedures for authorizing overtime pay and compensatory time for nonexempt support staff.

II. LEGAL REFERENCE AND BACKGROUND

A. Legal Reference


B. Background

During the course of the college work year, all nonexempt support employees should be able to perform their assigned duties within their respective work week. However, situations may arise when overtime may be necessary. In 1938, the United States Congress enacted the Fair Labor Standards Act (29 U.S.C.), which states that compensation for employment in excess of 40 hours be at a rate of not less than one-and-one-half times the regular rate of pay.

III. DEFINITIONS

A. Compensatory Time:  Approved time off for hours worked in excess of the regular forty-hour work week. Compensatory time is calculated at one-and-one-half the regular rate of pay (i.e., one-and-one-half hours off for one hour worked).

B. Equated Time:  Approved time off, within a single work week, for having worked a full forty hours in fewer days than are normal for a work week. (For example, if an employee works four 10-hour days and is granted leave for the fifth day, the time off on the fifth day is known as equated time.)

C. Work Week:  Forty hours beginning at 12:01 a.m. Sunday morning and ending at 12:00 a.m. Saturday evening

IV. POLICY

A. Overtime shall be held to an absolute minimum and utilized only when necessary. The immediate supervisor and Cabinet-level officer must authorize overtime and, whenever possible, prior to the time it is worked. The written authorization must be forwarded to the payroll department if pay for the extra time worked is requested.

B. The payment of approved overtime and the accrual of compensatory time are calculated at the rate of one-and-one-half for those hours in excess of forty hours actually worked in the work week beginning at 12:01 a.m. Sunday morning. If an employee is called to work once he/she has left the work site and the time worked is less than one hour, he/she shall be compensated for at least one-and-one-half hours.
C. With supervisor’s approval, compensatory time may be taken in lieu of payment of overtime. Employees shall be allowed to accumulate a maximum of 30 hours of compensation leave during a fiscal year (September 1-August 31). Leave not taken must be paid by August 31 of each year.

D. An employee may accrue a maximum of eight hours of overtime to the next fiscal year.

E. Office hours should be held to the standard 8:00 a.m. to 5:00 p.m. When necessary, the daily hours may vary, with the supervisor’s approval, to accommodate workload or schedule.

F. When the standard 8:00 a.m. to 5:00 p.m. work schedule is varied, the total hours worked for that week should be 40 hours (e.g., an employee might work three 12-hour days and one 4-hour day and be off the rest of the work week).

(POLICY APPROVAL: 6-19-96, Board of Trustees)

V. PROCEDURES

A. Authorization of Overtime or Compensatory Time

Compensatory time, in lieu of paid overtime, is authorized by an administrative supervisor when appropriate. When the supervisor determines that paid overtime is necessary, written approval for payment is indicated by the supervisor and Cabinet-level supervisor on the time sheet submitted to payroll.

B. Documentation of Overtime/Compensatory Time

Log sheets (see attached) of compensatory time and overtime earned and taken must be maintained in the department and regularly approved by the administrative-level supervisor. Every quarter, these log sheets are forwarded to the payroll department for review and filing to assure compliance with the Fair Labor Standards Act.

C. Holiday Overtime

Support staff required by the supervising administrator to work during a holiday have the option of receiving additional pay at the rate of 1.5 for the time worked or compensatory time at the rate of 1.5.

D. Authorization of Equated Time

Equated time is authorized by the supervisor when appropriate. The approval is maintained by the supervisor. Each supervisor should notify his/her Cabinet-level supervisor of any such arrangements for equated time.

VI. GUIDELINES

The following positions are “exempt” from overtime/compensatory time payment under the federal Fair Labor Standards Act except under exceptional circumstances as specifically authorized by the President of the College: President, Vice-Presidents, Deans, Directors, Coordinators, and all faculty.