**Procedure No. 108: Additional Work**

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| Procedure Number: 108  | Effective Date: 10/03/91  |
| Title: Additional Work  | Revised: 07/01/97, 03/15/05, 08/23/17 |
| Approval Date: 04/19/06  | President’s Signature: on file  |

**STATEMENT:**

Off-duty Staff may be called back in to work or assigned additional hours of work.  Additional work should be anticipated from time to time, and employees are expected to work additional hours when such additional hours become available.  Under certain circumstances, such as emergencies and other important occasions such as commencement activities where larger, short-term mobilizations of manpower are unavoidable, additional work may be required without right of refusal.  This Procedure shall be construed as University-wide.

Any department head or supervisor authorized by the President or the President’s designee has the authority to assign additional work and initiate the call-in procedure.  The department head or supervisor shall, however, make every reasonable effort to schedule work during normally assigned duty hours.  Under no circumstances shall the authority to initiate the call-in procedure be delegated to non-supervisory staff.

**PROVISIONS:**

 Understanding that it is counter-productive to call employees in for very brief periods, the department head or supervisor assigning the work shall ensure that staff called in have work available for them to earn a minimum of two hours.

Overtime shall be paid in accordance with the Fair Labor Standards Act (FLSA) and other applicable policy and/or procedures of the University. Only hours actually worked shall be included in calculating overtime and compensatory time.  Pay which is received for various leaves or holidays shall not be counted as hours worked for purposes of overtime.