Overtime

UNIVERSITY POLICY #107

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SECTION 1: Statement

1.1 Since it is expected that an employee's individual workload should be accomplished within the basic schedule of the work week, the University discourages overtime work situations. The University charges each Supervisor and Department Head to organize, schedule, and staff workloads in a manner that will avoid the development of overtime work situations.

SECTION 2: Provisions

2.1 Notwithstanding the above, a staff member may be required to work overtime in certain situations such as:

2.1.1 Periods of activity that create a peak workload and requires an extension of the services of the department; or

2.1.2 The development of unforeseen circumstances that prevent the work from being accomplished during the regularly scheduled working hours.

2.2 All overtime hours must be pre-approved by the Supervisor and Department Head.

2.3 Overtime pay for non-exempt employees is calculated at the rate of 1 1/2 times the regular hourly pay. Overtime does not commence until forty hours have been worked within one work-week. Regular hourly pay, also known as "straight time," is paid for work time between thirty-seven and one-half hours and forty hours.

2.4 Only actual hours worked are included in calculating overtime. Pay and hours received which are for holidays, annual leave, sick leave, jury duty, military duty, or special emergency leave, etc. is/are not counted as working hours for purposes of calculating overtime.