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, except for approved time-off plans for overtime
compensation or employees who are exempt under wage and hour laws.
   a) In establishing a 40 hour work week, leave with pay and holidays will be counted as hours
   worked.

2. Overtime provisions are not applicable to exempt employees, as identified by federal wage and hour
criteria. In order to be considered exempt from overtime provisions of the Fair labor Standards Act,
an employee must be in a position that can be substantiated to be of an executive, administrative, or
professional nature. Whether an employee is exempt depends on duties, responsibilities and salary.
Contact the Human Resources Administrator or the Business Office for assistance in determining
exempt status.

3. Overtime provisions are not applicable to faculty.

4. For employees exempt from overtime, department heads may arrange time-off for recognition of
required, continuous or excessive overtime by the exempt employee.

5. Overtime hours may be approved on the basis of emergency circumstances or when it is
impractical to maintain an additional temporary work force adequate to handle peak loads during
hours. Overtime hours must be authorized by the nonexempt employees’ department head. Overtime
work shall be assigned on an equitable basis.

6. An employee called back for emergency service after completing his/her regular day’s work shall
receive compensation in accordance with the union/institutional agreement in effect or at the rate of
time-and-one-half. Guaranteed minimum pay for call back will be two hours at time-and-one-half.

7. Regular employees who are required to work on a holiday because of the nature of their work or
because of the nature of their regular shift shall receive additional pay at straight time (double hourly
pay) for hours worked on those days, except Sunday.

8. Temporary employees shall be paid time-and-one-half for hours worked in excess of 40 hours per
week.

9. Work which is not requested by a supervisor but is permitted must be counted as hours
worked.

10. When an employee is given a work assignment in a secondary location requiring travel time, such
travel time is counted as time worked.

11. Date and time of overtime hours worked must be documented in writing.

12. 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.
The time-off (comp time) must be taken within the pay period the overtime was worked.

13. Department heads have discretion to do flex schedules with their staff as long as the department
maintains the core hours coverage of 8:00 a.m. - 4:30 p.m. during regular school year and 7:30 a.m. –
4:00 p.m. during summer hours.

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