

Overtime Pay Policy

FT_HR_CM_35

Responsible Officer

Chris Ronk

Responsible Office

Human Resources

Approving Body

Board of Trustees

Approval Date

2019-01

Last Revision

2019-01

Re-evaluation Date

2021

Departmental Impact

All departments

Policy Statement

The policy of the University is to avoid overtime.

Policy Procedures

If it becomes necessary to ask a Staff member to work beyond his/her regular work day, then it is expected that the Staff member will take off a similar amount of time **during the same week** to compensate for the extra time that was worked. If it is not possible for the Staff member to take off a like amount of time during the same week, he/she will be paid overtime at the rate of one and one-half times his/her regular rate for the time in excess of forty hours worked in any given week (except for "exempt employees" as defined by the Fair Labors Standard Act).

Staff members should understand that the University does not wish to have anyone work in excess of forty hours in any one week, and that it may be permitted only if it has been approved in advance by the Staff member's Supervisor. Unilateral decisions by the Staff member, except in cases of clear emergencies, will not be permitted.