

## POLICY 6 OVERTIME

### Rule 6.02 - Overtime Compensation for Eligible Employees

Eligible employees will be compensated at one and one-half times their regular hourly rates for the hours in pay status in a workweek that exceed the number of hours in the approved full-time daily or weekly work schedule of their respective classes, whichever provides the greater number of overtime hours.

#### Exceptions:

A. Work Schedule Deviations

When a deviation of the daily work schedule has been approved pursuant to Rule 4.03 (Work Schedules), an employee is eligible for the overtime premium based on the work schedule to which the employee's position is assigned.

B. Prevailing Rate Employees

For prevailing rate employees, the number of hours before daily and/or weekly overtime begins and the rate of overtime pay will depend on the number of hours and the prevailing rate as set forth by the Department of Labor for the location involved.

C. Compensatory Time in Lieu of Overtime Pay

When mutually agreeable to the unit head and to the employee, any eligible employee may, in lieu of receiving overtime pay, receive compensatory time off at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. Compensatory time may not be accumulated in excess of two times the number of hours in the employee's weekly work schedule or the basic full-time work schedule of the employee's class, whichever is least.

Eligible employees who work at more than one pay rate will receive overtime compensation at one and one-half times the hourly rate applicable to the same work when performed during non-overtime hours for overtime work performed in that job unless the additional work falls under the occasional or sporadic employment exemption of the Fair Labor Standards Act. The hourly rate upon which overtime is paid will include the base hourly rate for the work being performed plus any differentials directly associated with that hour of work at that time. If the additional work is occasional or sporadic, an exception from overtime compensation must have prior approval of the Assistant Vice President for Human Resources.

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**Regulations**

6.021 Part Time Employees

Eligible employees in part-time appointments will be paid at overtime rates whenever their working hours exceed the number of hours in the full-time daily or weekly schedule (Schedule I or Schedule II, as provided in Rule 4.03) as applicable for their classes and/or positions at a place of employment.

6.022 Compensatory Time

Compensatory time earned and used will be recorded on each employee's daily time report. An employee whose employment with the University is terminated for any reason must be paid for unused accrued compensatory time at the employee's then current hourly rate of pay. If an employee with accrued compensatory time moves from one class and/or unit to another within the University, arrangements for the transfer or payment of the compensatory time must be resolved by the units involved prior to the employee's move. If mutually agreeable to the current unit and the employee, time off to use accrued compensatory time may be taken prior to the transfer.