

**POLICY 6
OVERTIME**

Rule 6.03 - Overtime Compensation for Additional Pay Items

In accordance with the Fair Labor Standards Act, additional one-half time compensation will be computed and paid to eligible employees on additional pay items not tied to specific hours of work if the hours worked by the employee in any workweek associated with the additional pay item exceed the full-time weekly work schedule of the class.

Regulations

6.031 Additional Pay Item

Additional pay items not tied to specific hours of work but considered payment for work in general by the Fair Labor Standards Act include, but are not limited to, such items as “on call pay” (may be either hourly or lump sum), non-discretionary “bonuses” or supplementary payments, commissions, prizes, performance awards, and, under certain conditions, reasonable cost of goods and services provided by the University. Employing units should contact the campus human resources office with questions about overtime compensation for additional pay items.

6.032 Calculating Additional Pay Item Value

If an additional pay item covers a period longer than a workweek, the dollar amount of the additional item should be divided by the total hours in the period to convert the value of the item to an hourly rate. If the hours worked in any workweek within the period have exceeded the full time weekly work schedule of the class, the employee eligible to receive overtime shall receive an additional one-half times the hourly rate for the additional pay item for the number of hours worked over the full-time weekly work schedule of the class.

6.033 Payment

Additional overtime compensation for additional pay items is due and payable in the first pay check practicable following the end of the period in which the additional pay was earned.