

POLICY 6 OVERTIME

Rule 6.05 - Assignment of Overtime

Overtime must be assigned. An employee eligible for overtime shall not work additional hours or make-up time except at the direction of and with the express approval of the employee's supervisor. Selection of employees for overtime assignment may not be based upon any factor which is considered discriminatory under the University nondiscrimination policy.

Regulations

6.051 Authorization of Overtime

The University requires that an eligible employee receive overtime compensation in the event that a supervisor permits overtime to occur although not expressly approving or authorizing it. In order to avoid liability as stated, a supervisor must expressly and effectively prohibit overtime work, including so-called "voluntary" overtime. It is recommended that supervisors approve overtime work assigned in writing.

6.052 Advance Notice

When possible, supervisors shall provide employees with advance notice of overtime to be worked.