

Procedure III.3001.I.a, Overtime/Compensatory Time

Associated Policy

Policy III.3001.I, Overtime/Compensatory Time

Procedures

Non-exempt employees may be asked to work overtime to carry out the functions of the College. Overtime will be rotated, when possible, among employees. Appropriate notice will be given, if practicable, whenever overtime is anticipated.

Overtime pay is earned for hours worked over 40 during a work week. Hours submitted as vacation, jury duty or holiday pay are considered a day worked for purposes of calculating overtime. The College does not provide extra pay for employees scheduled to work Saturday or Sunday as part of a scheduled work week.

Overtime must be authorized in advance by an employee's leader. In reviewing timesheets, leaders should ensure time reported by employees in Web Time Entry (WTE) is accurate. Any overtime earned during a pay period must be submitted in the pay period in which it was earned.

An employee may elect to be awarded compensatory time in lieu of overtime pay. Employees have the opportunity to change their selection between compensatory time and overtime pay three times per year in January, May, and September. A new employee may elect compensatory time within 10 days of their date of hire. Compensatory time off may be taken with the leader's approval.

No more than 80 hours of compensatory time may be accumulated during any College fiscal year (September 1 through August 31). The College will pay compensatory time earned, but unused by the Payroll department's cut-off deadline in August.

A non-exempt employee who is "called out" to work outside of their regular 40-hour work schedule will be compensated for a minimum of two hours or actual time worked, whichever is greater. However, the College does not provide compensation for being "on call" or "on standby" to be called to work.

Definitions

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Exempt: An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Non-exempt: An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Web Time Entry: Electronic method to record time worked for non-exempt employees.

Called Out: Employee is requested to perform required job duties outside the employee's assigned schedule.

On Call/On Standby: An employee who is required to be available for work if needed outside of the employee's assigned schedule but is not actually working. The employee may be at home or another location and is allowed to leave a message where they can be reached.

Date of SLT Approval	April 14, 2022
Effective Date	May 17, 2022
Associated Policy	Policy III.3001.I, Overtime/Compensatory Time
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Manager, Payroll
