5240 Overtime

Non-exempt staff are compensated for overtime work, which is defined as any hours worked in excess of 40 hours in a given work week. A work week starts on Monday at 12:00 am (midnight) and ends the following Sunday at 11:59 pm. Holiday, compensatory time, annual leave, sick leave, and early release hours do not count as hours worked when calculating overtime pay.

Payment is made at the rate of one-and-a-half times the staff member's regular hourly wage for each overtime hour worked. For example, if a staff member's regular hourly rate is $10.00 their overtime rate would be $15.00/hour.

Overtime shall be paid in the same pay period in which the timesheet was submitted.

Sometimes non-exempt staff undertake employment for the College in a capacity that is separate from their regular job duties. Hours worked in each job count as hours worked for overtime pay purposes.

For more information, see policy 5250 "Compensatory Time."

Procedure

Any overtime must be authorized in advance by the staff member's supervisor. The need to work for emergency purposes is an exception. For the purposes of this policy, a qualifying emergency is defined as a need that could not be anticipated and that requires immediate attention (i.e. cannot be deferred to the next working day).

Direct supervisors have the authority to approve up to eight hours of overtime a month. Any overtime in excess of eight hours must be approved by the area Vice President. A month for purposes of the policy is defined as a pay period as determined by Web Time Entry.

Failure to obtain proper authorization shall result in disciplinary action.

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