



## Overtime

**Document Number:** HMRS-0013

**Date Published(sys):** 7/8/2021

---

### *Policy Content*

**It is the policy of the University to organize and schedule its activities in such a manner that an employee is not normally required to work in excess of established periods, except when operating necessities demand. Supervisors should plan their work so that the services of employees under their supervision will be utilized for the full schedule of work hours established for these employees.**

Overtime is defined as all hours worked over forty (40) hours within the standard work week. Vacation, meal periods (except for uniformed Security employees), and all other paid leaves are not considered hours worked.

The appropriate administrative official will make decisions on requests for special or unusual situations which may require overtime approval on a continuing basis. These situations sometimes involve activities that are scheduled and carried out at times other than the usual working day.

Classified employees must receive advance supervisory approval prior to working overtime. A non-exempt classified employee will receive additional pay for hours worked in excess of forty (40) hours per standard workweek. Overtime pay (one and one-half [1-1/2] times the base rate of pay) is paid only for actual hours worked in excess of forty (40) hours in any standard workweek and will be shown as overtime hours on the biweekly web time entry or time card. Other hours in excess of forty (40) (e.g., during the same week such as paid vacation, sick leave, holiday pay, funeral leave) will be shown in the appropriate column of the web time entry or time card.

If it appears that an employee may go into an overtime status during the workweek, the supervisor may readjust the employee's schedule during that workweek so that the employee does not work more than 40 hours. Compensatory time cannot be carried forward to the next pay week in the same pay period or any other pay period.

Non-exempt classified personnel who are required to work shifts or to be on emergency on-call duty are subject to the following overtime stipulations:

- a. Emergency Overtime: Requires prior approval by supervisory personnel. Employees will receive overtime compensation for hours actually worked in excess of forty (40) hours per standard workweek at one and one-half (1-1/2) times their regular base rate of pay.
- b. On-Call Overtime: Classified employees performing on-call overtime service will receive a minimum of two (2) hours compensation. An employee who is on-call at home but is relieved from duty will not be compensated for being on-call, except if he/she is actually engaged in work.
- c. Scheduled Overtime for Special Functions: Non-exempt classified employees may be assigned, as needed, to work special functions. If this additional duty results in the employee working more than 40 hours in the work week, he/she will be paid overtime for all hours worked over 40. Alternatively, the employee's work schedule may be readjusted during the same work week to ensure that 40 hours of work are not exceeded. If the special function concludes prior to two (2) hours, the classified employee will be paid a minimum of two (2) hours compensation.
- d. Scheduled or on-call overtime generally applies to those non-exempt classified employees assigned to University Police or Facilities Services. These assignments require the approval of the appropriate supervisor.

---

## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/15/2019 6:59 PM	Kelleebeth Cantu

---

### Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration