Overtime

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General Description

Policy Summary:

Trinity University provides overtime in accordance with federal law to all non-exempt employees if one physically works over 40 hours per week.

Purpose:

This policy stipulates that any non-exempt employee working over 40 hours per week receives one and one-half times pay for the time worked beyond 40 hours.

Scope:

This policy applies to all Trinity University non-exempt staff and supervisors.

Exceptions:

No exceptions.

Policy Content

It is the policy of the University to organize and schedule its activities in such a manner that a non-exempt employee is not normally required to work overtime, except when operating necessities demand it. Supervisors should plan their work so that the services of employees under their supervision will be utilized for the full work hours established for these employees. Supervisors should provide employees with as much advance notice as possible and should assign and distribute overtime among all eligible employees.

Overtime is defined as all hours worked over forty (40) hours within the standard work week. Vacation, meal periods (except for uniformed University Police employees), and all other paid leaves are not considered hours worked. The University's standard work week for pay computation purposes is 12:00 a.m. Monday through 11:59 p.m. Sunday.

The appropriate administrative official will make decisions regarding requests for special or unusual situations that 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.

Non-exempt employees must receive advance supervisory approval before working overtime. A non-exempt employee will receive additional pay for hours worked in excess of forty (40) hours per standard workweek. Overtime pay (one and one-half [1.5] times the base rate of pay) is paid only for actual hours worked in excess of forty (40) hours in Workday. Other hours in excess of forty (40) (e.g., paid vacation, sick leave, holiday pay, or funeral leave during the same week) will be shown in the appropriate Absence in Workday. Employees must accurately report all time worked. Failure to accurately report all hours (including overtime hours), or failure to obtain advance approval for overtime, may lead to disciplinary action, up to and including termination of employment.

Supervisors are expected to control and limit overtime for non-exempt employees. To do this effectively, managers have the discretion to adjust work schedules to coincide with the department's needs. For example, if evening or weekend work is required, the manager has the discretion to adjust an employee's schedule to work Tuesday through Saturday or 10:30 a.m. to 6:30 p.m. for that pay period. Compensatory time cannot be carried forward to the next pay week in the same pay period or any other pay period.

Non-exempt 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: Employees will receive overtime compensation for hours worked in excess of forty (40) hours per standard workweek at one and one-half (1.5) times their regular pay rate.
b. On-Call Overtime: Non-exempt employees performing on-call overtime service will receive at least two (2) hours of compensation. An employee who is on-call at home but is relieved from duty will not be compensated for being on-call, except if they are engaged in work.
c. Scheduled Overtime for Special Functions: Non-exempt employees may be assigned, as needed, to work on special functions. If this additional duty results in the employee working more than 40 hours in the work week, the employee 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 work hours are not exceeded. If the special function concludes before two (2) hours, the non-exempt employee will be paid at least two (2) hours compensation.
d. Scheduled or on-call overtime generally applies to those non-exempt employees assigned to University Police or Facilities Services. These assignments require the approval of the appropriate supervisor. As noted above, all overtime requires advance approval by supervisory personnel.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	1/14/2026 9:09 AM	Pamela Mota
v2.0	7/31/2023 2:35 PM	Pamela Mota
v1.0	8/15/2019 6:59 PM	Kelleebeth Cantu

Vice President Approval:

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