



Policy

OVERTIME, STAFF

S.701.1

EFFECTIVE DATE: JULY 2008 REVIEWED: JULY 2020

Policy

Overtime compensation at a time-and-one-half rate shall be provided to all non-exempt employees when hours worked exceed forty hours in a work week. Compensatory time off at the time-and-one-half rate may be provided in lieu of cash overtime payments upon prior agreement between the employee and their supervisor.

In establishing a forty-hour work week, annual leave, sick leave, official closings and holidays shall be counted as hours worked.

An employee not at work or on duty and called back for emergency service shall receive compensation in accordance with the institutional agreement in effect or at the rate of time-and-one-half. Guaranteed minimum pay for call-back to a work site when required is two hours at time- and-one-half and guaranteed minimum pay for call-back when return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at time-and-one-half.

The appropriate administrative officer must authorize overtime hours.

The Campus Dean and the Business Manager can approve exceptions to this policy.