

Policy Number: 38

### OVERTIME PAY FOR CIVIL SERVICE EMPLOYEES

The University recognizes that emergencies or special circumstances may arise from time to time where the assignment of overtime is the only, or best, alternative. All such requests for overtime must be approved by the appropriate Vice President, or designee.

Regulations concerning compensation for overtime are covered by the [Board of Trustees Regulations](#) in accordance with the [Fair Labor Standards Act](#). This policy is established to supplement the Board Regulations.

The standard workweek shall be from 12:01 a.m. Monday through 12:00 midnight on Sunday.

If compensatory time off is granted, it must be taken within twelve months of the date the overtime occurred.

An employee may not accumulate compensatory time off for overtime beyond a maximum of the number of hours equivalent to the hours in the employee's full-time work week for two weeks (three weeks for University Police officers). When this maximum is reached, overtime compensation must be on a cash basis until the accumulation is reduced below the maximum.

For employees paid on a prevailing rate basis, *i.e.*, the crafts and trades, overtime compensation shall be in accordance with the appropriate multi-employer area agreement. For employees in a negotiated classification, overtime compensation shall be in accordance with the appropriate collective bargaining agreement.

If a full-time employee is requested to work on a day that is regularly scheduled as a day off, overtime compensation shall be authorized.

In accordance with the [Fair Labor Standards Act](#), temporary schedule changes shall not alter the employee's regular work week for the purpose of determining overtime.

If an employee is requested to work on a day previously scheduled as a vacation day, overtime compensation shall be authorized and such time shall not be charged against vacation.

Approved:  
President  
May 19, 1993

Nomenclature Changes  
July 16, 1997

Monitor: Vice President for Business Affairs