

OVERTIME, COMPENSATORY TIME, AND FLEX-TIME

Related Board of Trustees Policy: BP 2.7

OPR: Vice President for Administration

Approved: June 13, 2023

Previous Editions: May 1, 2012

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Board of Trustees Policy 2.7, *Overtime, Compensatory Time, & Flex-Time*, provides for non-exempt employees required to work in excess of 40 hours during a workweek to be eligible for compensation via overtime, compensatory time, or flex-time. The College defines a workweek as a seven-day period beginning on Sunday at 12:01 a.m. and concluding the following Saturday at midnight.

This Procedure does not apply to work required during weekends, holidays, or outside regularly established times, unless the total hours worked exceeds 40 hours during a workweek.

Flex-Time

Flex-time is the preferred means to compensate eligible employees who may be required to work a customized schedule during a given workweek. For example, such a schedule might require an extended workday or weekend hours during one or more days. During the same workweek, the employee may be allowed to work shorter than normal hours, so that the total work during that workweek does not exceed 40 hours. For example, an employee who works 12 hours one day may be allowed to work 4 hours the next day. Supervisors may authorize customized schedules as long as they do not disrupt normal operations of the College.

Compensatory Time

Compensatory time is the preferred compensation method when a regular non-exempt employee is required to work more than 40 hours in a workweek. Compensatory time is accumulated at the rate of 1.5 hours for each hour worked in excess of 40 hours. Employees may accrue a maximum of 40 hours compensatory time.

Supervisors should facilitate employee use of compensatory time on the dates and times requested, unless doing so would disrupt the normal operations of the College. Employees shall request the use of compensatory time to their supervisor in advance. All accrued compensatory time must be exhausted prior to the use of annual or petty leave. Compensatory time may also be used in lieu of sick leave.

Overtime Pay

When compensatory time is not appropriate, regular non-exempt employees who are covered by the FLSA receive overtime pay for hours worked in excess of 40 in a workweek.

Overtime must be approved (in advance, if practical) by the employee's supervisor(s) and applicable Vice President. The overtime is documented on the *Request for Overtime Pay* form. Overtime pay is disbursed in the pay period immediately following the pay period the overtime hours were earned. Overtime pay is earned at the rate of 1.5 hours for each hour worked in excess of 40 hours.

Vice Presidents must obtain prior College President approval for any employee to earn overtime pay for more than 20 hours (e.g., $20 \times 1.5 = 30$ hours pay) in a single pay period.

Overtime pay is charged to the unit budget associated with the employee, unless an alternate funding source is approved by the Vice President for Administration.