

STAFF WAGE AND HOUR POLICIES

Overtime

A non-exempt employee who works in excess of eight (8) hours in a workday or 40 hours in a work week must receive overtime compensation. Hours eligible for overtime compensation differ for non-exempt staff employees working under an approved alternative work schedule. Exempt staff employees are excluded from receiving compensation for any additional time worked. Where labor contracts provide special provisions, the labor contract language applies. Supervisors are responsible for ensuring that overtime is approved in advance of time worked and that the time is properly recorded.

Compensation is calculated at the regular hourly rate for all time worked up to eight (8) hours during a given workday, up to forty (40) hours in a work week. Regular hours include both scheduled hours and additional straight time hours up to 8 hours a day.

The overtime rate of 1.5 times the staff employee's regular hourly rate is paid for the time worked in excess of eight (8) hours in a workday or forty (40) hours in a work week. A double time rate of two (2) times the staff employee's regular hourly rate is paid for time worked in excess of twelve (12) hours in a workday. In cases where both an overtime rate and a double time rate apply to the same hours, the university will pay the higher rate but not both. Overtime pay is required for hours worked on the seventh consecutive day worked in a work week, and pay at the double time rate is required for all hours worked over eight (8) hours on the seventh day worked in a work week. Regular, overtime, and double time hours are reported and paid rounded to the nearest one-tenth of an hour. Hours paid but not worked during a day do not count for purposes of determining overtime or double time payments (e.g., sick leave, vacation, holidays).

For hours worked on a university holiday, the staff employee will be paid 7.5 or 8 hours (depending on the employee's normal workday) of holiday pay and the appropriate rate of pay for the actual hours worked. Some on-call time and standby time must be treated as hours worked for purposes of computing overtime and double time.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.