

Policy III.3001.I, Overtime/Compensatory Time

Purpose

The purpose of this policy is to communicate the College's overtime/compensatory time compensation practice for non-exempt employees.

Policy

Non-exempt employees of the College are entitled to receive overtime pay at the rate of one and one-half times the regular rate for each hour worked over 40 working hours per week.

Employees may elect to receive the premium portion of overtime as compensatory time off.

When employees select this compensatory time off option, the first hour worked over 40 working hours per week is paid at straight time and the one-half hour premium will accrue as compensatory leave. The 40-hour work week begins at 12:00 a.m. Monday and extends through 11:59 p.m. the following Sunday, unless otherwise defined by the administration.

Definitions

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Exempt: An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Non-exempt: An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3001.I.a, Overtime/Compensatory Time

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Effective Date	June 7, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Payroll