OVERTIME
For Non-Exempt Employees

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See following pages for procedure.
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Supervisor’s Responsibilities Regarding Overtime

- Overtime must be kept to a minimum and should be permitted only when necessary to ensure the department meets critical goals. Supervisors should organize their department workloads to minimize overtime usage by employees.
- Overtime must have the prior approval of the supervisor.
- Supervisors should discuss the options for overtime compensation with the employee (paid overtime or compensatory time); however, the supervisor will make the final determination regarding overtime pay or compensatory time.
- Supervisors must record all overtime worked by employees on original timesheets provided the Business Office and must designate the compensation method (paid overtime or compensatory time).

Overtime Pay and Compensatory Time

- Overtime pay will be paid at the rate of one and one-half times the employees’ regular hourly rate of pay.
- Compensatory time shall be computed for actual hours worked over forty (40) hours in a workweek times one and one-half (1 and ½) hours.
  - Compensatory time should be taken within a reasonable time after it is earned. Available compensatory time must be used before vacation time is taken.
  - Compensatory time may be accumulated up to 120 hours (i.e. 80 hours worked X 1.5), subject to the College’s requirement for use associated with vacation time taken.
✓ Compensatory time balances shall be paid upon separation from College employment and in January of any year for any balances as of December 31.

- Overtime is based on actual time worked. Vacation, sick leave, personal leave, holidays and other paid time off hours are not counted as time worked when calculating overtime hours.

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