

Davis Technical College

Overtime Pay, Overload Assignments, and Compensatory Time Policy

Effective Date: 29 June 2018

Board Approval: 22 April 2004

Revised Board Approval: 27 January 2005

Revised Board Approval: 26 March 2015 Revised

President's Council Approval: 23 April 2018

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1. Purpose

To provide policy governing overtime pay, overload assignments and compensatory time at the Davis Technical College (College).

2. References

- 2.1. Board of Regents Policy and Procedure, R816, Overtime Pay, Overload Assignments, and Compensatory Time
- 2.2. Fair Labor Standards Act (FLSA), 29 U.S.C. Section 201 et seq.
- 2.3. Davis Technical College Salary and Wage Administration Policy
- 2.4. Davis Technical College Employee Hours of Work Policy

3. Definitions

- 3.1. **Overtime** - Overtime means time worked in excess of the employee's work period as defined by the FLSA.
- 3.2. **Overload Assignment** - Overload assignment means a separate employment assignment at the College in addition to the employee's regular employment assignment. Employees are not required to accept overload assignments.
- 3.3. **Compensatory Time** - Compensatory time or comp time means College approved time off in lieu of overtime pay.

4. Policy

- 4.1. **Overload Assignments** - Full-time salaried employees who work an overload assignment, as defined in this policy, will receive payment for the overload assignment at an hourly pay rate which is equivalent to the employee's normal pay rate, as defined in this policy.
 - 4.1.1. Before an employee is asked or authorized to work an overload assignment for another department, the employee's primary supervisor must be notified and approve of the additional work.
 - 4.1.2. If the overload work is for another department, such as Employer and Continuing Occupational Education (ECO), and the work is performed during the employee's regular schedule, all compensation for the hours will be transferred to the other department, including pay and benefits at the hourly rate. If the time worked occurs outside of the employee's normal schedule, then the hours will be charged directly to the other department.
 - 4.1.3. If ECOE chooses to pay the employee at a higher hourly rate in order to meet market rates for the overload assignment, or to incentivize the employee, ECOE may pay an additional stipend amount which is within the ECOE pay schedule. The employee's primary supervisor should be notified and approve the additional rate before it is offered.

4.2. College Building Inspections - A Classified employee responsible for the regular weekend and holiday College building inspections will be reimbursed at \$10 per round trip plus mileage. This shall be submitted to the payroll office and on a travel reimbursement form. Payment shall be earned if the Classified employee is required to work more than 5 days including paid holidays and paid leave days per week.

4.3. Overtime and Compensatory Time

4.3.1. Hourly or Classified Employees

4.3.1.1. Time worked by hourly or Classified employees beyond forty (40) hours in a workweek ("overtime") shall be paid at one and one-half (1½) times the regular rate of pay. Only hours actually worked in a workweek will be used in determining overtime. Days absent for paid holidays are to be counted as time worked in computing overtime pay. Days absent from the job for vacation, sick leave, compensatory time and other similar leaves are not to be counted as time worked for the purpose of computing overtime pay. Overtime is paid along with the regular pay per the normal payroll period schedule. Work beyond 40 hours per week must be approved in advance by the Cognizant Vice President or Supervisor.

4.3.1.2. When a Classified employee is required to work beyond their regular daily schedule the preference is for the extra hours worked to be taken off at straight time during the same workweek, so that total hours worked in the workweek do not exceed forty (40) hours. When calculating hours worked in a workweek, only hours actually worked will be included (vacation, sick leave, compensatory time and other similar leaves are not included).

4.3.1.3. Compensatory Time - When Classified employees work beyond forty (40) hours in a workweek ("overtime"), it is preferred they be given compensatory leave time which will be calculated at the rate of one and one-half hours for every hour of overtime worked. Compensatory time should be taken within the next 60 days with a pre-approved plan. In circumstances where the compensatory time is not used within 60 days, the supervisor may approve carryover, with authorization from the Division Vice President or President. The President or cognizant Vice President may choose to pay the overtime in the eligible pay period. The budget source, justification and explanation from the employee's immediate supervisor must accompany the Personnel Action Notice (PAN) on any overtime requests for payment. Any compensatory time balance remaining upon the employee's termination is paid on their final check, at their current pay rate.

4.3.2. Salaried Faculty and Professional/Administrative Employees - Faculty members and Professional/Administrative employees are not eligible for overtime payments and are not eligible to receive compensatory time (comp time).