

GUIDELINES FOR ADDITIONAL HOURS OR OVERTIME PAY FOR HOURLY EMPLOYEES (NON-EXEMPT)

Hourly employees **are eligible for overtime pay** and are considered non-exempt employees under the Fair Labor Standards Act (FLSA).

Additional hours and overtime for hourly non-union employees are managed at the department level and should follow the process identified by their respective departments. Additional hours and overtime for public safety, physical plant and secretarial/clerical union members are managed in accordance with their respective union contracts.

Please keep the following guidelines in mind when requesting additional hours/pay for secretarial/clerical bargaining unit employees.

- All requests for additional hours and overtime for staff that are paid on an hourly basis must be approved in advance of the employee working any additional hours by the cabinet member's fiscal manager following procedures implemented by that area. The cost of any approved additional hours and overtime will be paid by the department's operating budget.
- Employees must be paid their regular contractual hourly rate. They cannot be paid a "flat" rate or a stipend for any additional work that they perform.
- All work must be performed on campus or at designated special event sites (if applicable). Under no circumstances will the employee be permitted to work from home (this includes sending or responding to emails after normal working hours).
- Additional hours that exceed a 40 hour work week must be paid at the overtime rate of one and one-half times the employee's base rate of pay. At the employee's option the employee may elect compensatory time in lieu of overtime pay which must be taken in the same payroll week without exception. However, if the employee elects the pay it must be paid at the overtime rate described above. **In accordance with the union contract, managers must leave the option of receiving overtime pay or compensatory time up to the bargaining unit employee.**
- Employees must report hours for the additional assignment on a weekly basis, but separately from their regular hours. Hours worked more than the regularly scheduled hours but less than 40 hours are paid at straight time and should be submitted as OTS on the Additional Hourly Earnings Form; overtime hours exceeding 40 hours should be submitted as OTH on the Additional Hourly Earnings Form.
- On rare occasions, a secretarial/clerical bargaining unit employee may be assigned isolated or "one-time" non-exempt work from a different department or outside of the scope of their typical duties. In these cases, any additional responsibilities must be performed during dedicated hours that are separate from the employee's regular work hours and work duties. All other guidelines mentioned above and contractual provisions still apply.

Please complete the attached form to request additional pay/hours for hourly employees **for performing work that is significantly outside of their normal job responsibilities**. This request must be submitted and approved in accordance with the guidelines established by the cabinet member responsible for your area.

REQUEST FOR ADDITIONAL PAY FOR HOURLY EMPLOYEES

On a very limited basis there may be a reason to provide additional pay/hours to hourly staff for performing work that is significantly outside of their normal job responsibilities and outside of their normal work schedule. It is expected that these situations will be very rare.

In the event a manager determines that there is a need to provide additional pay/hours to an hourly staff member, the manager must complete the form below with a comprehensive justification for the request. The request will be reviewed by department's fiscal manager and must have all approvals below PRIOR to any additional work being done.

Name and wesid of employee: _____

Start date: _____ End date: _____ Or one-time payment date: _____

Position number: _____ Smartkey: _____ [HR USE ONLY] OPN/OPB: _____

Total number of additional hours: _____

Note: Hourly employees are paid their regular hourly rate of pay plus applicable overtime pay.

Additional responsibilities this person will be assuming which are not part of their job description and their normal job duties:

What is the employee's current work schedule and how will this additional work affect his/her workload and/or schedule? Please be specific:

Additional justification/comments:

Submitted by: _____ Date: _____

Name of person supervising additional work: _____

Employee's Direct Supervisor: _____ Date: _____

Fiscal Manager: _____ Date: _____

Cabinet Member: _____ Date: _____

Human Resources: _____ Date: _____

Financial Planning: _____ Date: _____