

Davis Applied Technology College: A Utah College of Applied Technology Campus Overtime Pay, Overload Assignments, and Compensatory Time Policy

Effective Date: 14 December 2004

Board Approval: 22 April 2004

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Revised Board Approval: 27 January 2005

1. Purpose

To provide policy governing overtime pay, overload assignments and compensatory time at the Davis Applied Technology College: A Utah College of Applied Technology College Campus (College Campus).

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 Applied Technology College Salary and Wage Administration Policy

2.4. Davis Applied Technology 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 Campus 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 Campus approved time off in lieu of overtime pay.

4. Policy

4.1. Faculty Overload Assignments. Faculty members who work an overload assignment, as defined in this policy, will receive payment for the overload assignment at a rate which is equivalent to the Faculty member's normal pay rate.

4.2. College Campus Building Inspections. A Classified employee responsible for the regular weekend and holiday College Campus building inspections will be reimbursed at \$10 per round trip plus mileage. This shall be submitted with the part-time payroll 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 leaves of absence per week.

4.3. Overtime and Compensatory Time

4.3.1. Classified Employees

4.3.1.1. Time worked by Classified employees beyond forty (40) hours in a workweek ("overtime") shall be paid at one and one-half (1 1/2) 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 must be taken before the end of the pay period which includes the last day of the workweek in which the overtime was worked, or within the next 30 days with a pre-approved plan. The Campus 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, along with the properly signed time card covering all the hours actually worked in the week in which the overtime occurred.

4.3.2. 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) or flexible time off (flex time).