

Extra Hours and Overtime Policy

The College recognizes that additional time beyond the regular work day may be required occasionally to meet departmental needs. This policy addresses those situations.

The federal Fair Labor Standards Act (FLSA) mandates that non-exempt (hourly) employees who are paid on an hourly basis must be paid for all time worked. These employees are paid for a standard work week of 35 hours at their regularly hourly rate. Extra time, up to 40 hours per week, also is paid at that rate. Time over 40 hours is paid at the overtime rate of time and a half. Failure to pay non-exempt (hourly) employees according to this schedule is a violation of federal law. To ensure that the College properly compensates employees for time worked, they are obligated to enter all time worked on their timecards, and the College is obligated to provide pay according to the FLSA.

“Comp Time” Prohibited

Regular hours and extra hours, including overtime hours, submitted on the employee’s time sheet should always accurately reflect the hours worked. All time worked must be identified on the timesheet for the workweek during which those hours were worked.

The College does not allow “comp time” (hours allowed as “make up time off” outside of the week when extra hours were worked) as it is in violation of the FLSA.

Additional Time Request and Approval

A non-exempt employee must request additional time needed to complete work from a supervisor prior to working additional hours.

A supervisor may require an employee to work additional hours. However, every effort should be made to accommodate the employee’s schedule and obligations outside of work.

Approval for additional hours worked should be sent to the employee in writing noting extra time approved and for what purpose.

Overtime hours must be approved in email or hardcopy with the following information: (1) approved day(s) on which overtime will be worked, (2) total hours authorized, and (3) tasks requiring overtime.

Ongoing Additional Time

Employees should not expect or be expected to routinely work overtime. Ongoing work beyond standard hours should be addressed with the assistance of Human Resources and the divisional head.

Funding Additional Time

Funding for occasional additional time worked must be made available in the departmental or divisional budget. The College does not maintain a budget for this purpose.

Options for Reducing Additional Work Time

Occasional modifications of the workday work hours are permitted with supervisor approval to allow non-exempt employees to modify their start or end time. Any modification must be made within the same work week (Sunday – Saturday) and additional uncompensated time worked may not be carried over as “comp time” to any other work week. If a non-exempt employee works, they must be paid for the time

worked, or their schedule may be modified within the same work week to allow them to work no more than their regularly scheduled hours.

Other strategies Division and Department Heads and other supervisors can consider to mitigate the amount of extra time employees must work include:

- Cross-training other staff to assist during particularly busy periods.
- Extension of deadlines and/or rescheduling the work to a more convenient time.
- Re-assigning the work to supervisors or other employees.
- Applying technology to reduce labor.
- Finding efficient processes that eliminate unneeded tasks.
- Changing work hour schedules under the Flexible Work Arrangements policy.

Anyone interested in making a long-term (3 months or more) change to their work schedule should apply under the Flexible Work Arrangements policy using the forms on the Human Resources website.

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