

Overtime and Compensatory Time Department of Biological Sciences

For all BSC staff, overtime is considered any time over 38.75 per week. Nonexempt employees should not clock-in before the beginning of their scheduled time and should not clock out beyond the ending of their scheduled time without supervisor's prior approval. If a nonexempt employee has earned their maximum amount of hours per pay period, then the supervisor reserves the right to send the employee home for the remainder of that particular pay period. If overtime is approved, the supervisor must specify funding for the overtime.

When departmental leadership approves, nonexempt employees are advised to accrue and use compensatory time off in lieu of pay for overtime hours worked. In order to accrue compensatory time in lieu of paid overtime, both employee and supervisor must agree prior to overtime eligible work being performed.

Compensatory time is subject to the following provisions:

1. Compensatory time must be credited to the employee at a one and one half time rate, the same as overtime for all hours worked over forty (40) in the same work week.
2. Compensatory time may be accrued for hours worked, to include holiday hours, over forty (40) hours in a work week or for any hours worked that would be paid at an overtime rate e.g. Call-Out, Event pay and must be recorded in UA e-Time.
3. An employee cannot accrue more than 240 hours of compensatory time.
4. When an employee has reached the maximum accrual of 240 hours of compensatory time, all additional overtime hours worked must be paid at the overtime rate of one and one half times the employee's regular rate of pay.
5. Employees who have requested the use of compensatory time should be permitted to use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the unit.
 - a. **Reasonable period** - Whether a request to use compensatory time has been granted within a "reasonable period" will be determined by considering the customary work practices within the employer based on the facts and circumstances in each case. Such practices include, but are not limited to (a) the normal schedule of work, (b) anticipated peak workloads based on past experience, (c) emergency requirements for staff and services, and (d) the availability of qualified substitute staff.
 - b. **Unduly disrupt** - Mere inconvenience to an employer is insufficient reason to deny an employee's request to use compensatory time. For the employer to turn down a request from an employee for compensatory time off requires that it should reasonably and in good faith anticipate that it would impose an unreasonable burden on the employer's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services.
6. An employee who has accrued compensatory time off may be required to use the compensatory time after receiving notice to do so.
7. In the event an employee's nonexempt status changes to exempt, compensatory time must be used prior to the effective date of the change or be paid out.
8. Upon separation of employment from the University, compensatory time must be paid in a lump sum and may not be used as creditable service or to adjust the last day worked by an employee.