



# University of North Alabama

## Staff Handbook

### Overtime and Compensatory Time

The department head/supervisor assigns each employee regular duties and responsibilities which can normally be accomplished within the established workday and workweek. However, occasionally some overtime work may be necessary for proper performance of work duties and responsibilities. Therefore, certain employees may be required to work overtime to meet operational requirements.

Overtime for non-exempt employees is any time worked in excess of 40 hours in a seven-day work cycle. Overtime does not result until after 40 hours have been exceeded in a work cycle.

For purposes of calculating overtime, all paid absences (e.g., annual leave, sick leave, etc.) taken during the weekly work cycle will be calculated as hours worked. Compensatory time taken is not included in the calculation of overtime.

There is no requirement to pay overtime for hours in excess of eight hours per day, work on Saturday or Sunday, and work on holidays that does not result in exceeding 40 hours of work for a specific workweek.

There is no limitation on the number of hours a non-exempt employee may work in a workweek as long as they are compensated or given compensatory time for all hours in excess of 40.

Prior department head or supervisor approval of all overtime is required. The supervisor has the authority to arrange the workweek to meet the operational requirements of the job.

**Overtime Compensation:** All hours worked over 40 hours in any week are compensated at one and one-half the regular rate, or compensatory time is given at the rate of one and one-half the number of overtime hours. It is the duty of the supervisor to ensure that unnecessary overtime is not worked.

**Compensatory Time:** It is university policy that, at the discretion of the University, employees be given compensatory time off for overtime at the rate of time and one-half in lieu of compensation. The agreement to work overtime as required and the acceptance of compensatory time in lieu of overtime payment are conditions of employment.

Every effort should be made to avoid accrual of large amounts of compensatory time. According to the provisions of the FLSA, an employee may accrue compensatory time to a maximum of 240 hours.

Supervisors should endeavor to accommodate the employee in giving their time off for accumulated compensatory time; however, the job requirements take precedence over an employee's request. The supervisor may set the time in which an employee takes compensatory time. Furthermore, the supervisor may dictate the taking of compensatory time in lieu of annual leave for absences of short durations.

Compensatory time cannot be taken in advance of earning said time, and compensatory time cannot be used in the calculation of overtime.

If compensation is paid to an employee for accrued compensatory time, such compensation is paid at the regular rate earned by the employee at the time the employee receives such pay.

Any employee who has accrued compensatory time at the time of their termination is paid for the unused compensatory time at the final regular rate received by such employee.

**Shift Differential:** The University pays a shift differential to full- and part-time, regular non-exempt employees who work evening (second) and night (third) shifts on a regularly scheduled basis. Working a night or evening shift occasionally does not qualify an individual for shift differential pay. The University reserves the right to adjust schedules temporarily to meet fluctuating demands and staffing needs for exempt and nonexempt employees.

The shift differential rate is \$.50 per hour and is not adjusted by cost-of-living and across-the-board increases applied to the base hourly rate. Shift differential is paid for holidays, sick leave, and annual leave. Hours worked during an emergency call-in, or work periods of less than eight hours will not qualify for shift differential.

**Compensation for Training:** Attendance at lectures, meetings, training sessions, and similar activities which are outside of the employee's regular working hours and that is not voluntary, is counted as work time. Only time actually spent on training is considered work time. Hours that the employee may study, or practice are not work time. This applies even if the employee is required to remain in housing at the training site.

If the employee chooses to attend classes or participates in training after work hours, the time is not counted as hours worked for the University even if the courses are related to the employee's job. This includes undergraduate, graduate, and special courses taken at the University after work hours.

**Call-In Pay:** An employee who is required to physically report to work during non-duty hours will be paid a minimum of 4 hours.

**On-Call, Standby, or Waiting Status:** The University recognizes that there may be unique, specific circumstances which may require that an employee be placed in a status of "on-call", "standby", or "waiting". As the need arises, the University will classify the employee's time in accordance with the FLSA based on the individual circumstances and will award compensation accordingly. The determination will be made by the Associate Vice President for Human Resources in consultation with the employee's supervisor.

**Additional Employment at the University:** Occasionally, an employee may voluntarily undertake employment for the University which is in a different capacity from that in which the employee is regularly engaged. In such an arrangement, the hours the employee spends performing the different employment is excluded in the calculation of the hours for which the employee is entitled to overtime compensation or compensatory time.