



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-CHK-4 Minor Revision3

Title: Overtime (Non-Exempt Employees)

Description: Eligibility for overtime based on working more than 40 hours in a week.

Category: Payroll

Applies to: staff, faculty, student

Contact: [Payroll Services](#)

Purpose: Policy regarding overtime work.

Policy Statement: No overtime work is to be performed, except in cases of extreme business need, and then only when approved by the employee's department director in advance. When it is necessary for an employee to work more than eight hours in a workday, the workweek should be rearranged so that it does not exceed 40 hours. If this is not possible, the employee must be given compensatory (comp) time off during a later workweek. When the hours worked in a workweek (excluding paid leave hours and holidays) exceed 40, the employee will be granted compensatory time off at the rate of time and one-half. When the workweek exceeds 40 hours but actual hours of work do not, the employee will receive compensatory time off at the regular rate, not at the rate of time and one-half.

Compensatory time will be available to use in the following pay period it is earned/recorded. Under no circumstances can compensatory time be accumulated beyond 80 hours. Compensatory time is to be used before vacation and must be permitted on the date requested by the employee unless that time off would unduly disrupt the operations of the department. Use of compensatory time can also be assigned by a supervisor. Compensatory time off should not be used to allow an employee to be absent from work for extended periods of time.

If a department cannot allow an employee to take compensatory time off as compensation for overtime, the department director must authorize approval prior to the performance of the overtime work in order to receive authorization to pay overtime wages.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

Formerly

known as:

Approved on: 12/01/2005

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