



Policy

OVERTIME, STAFF

DCB.705

EFFECTIVE DATE: JULY 2008 REVIEWED: OCTOBER 2024

Policy

Overtime compensation at a time-and-one-half rate shall be provided to all non-exempt employees when hours worked exceed forty hours in a work week. Compensatory time off at the time-and-one-half rate may be provided in lieu of cash overtime payments upon prior agreement between the employee and their supervisor.

In establishing a forty-hour work week, annual leave, sick leave, official closings and holidays shall be counted as hours worked.

An employee not at work or on duty and called back for emergency service shall receive compensation at the rate of time and one-half. Guaranteed minimum pay for a call-back to a work site when required is two hours at time-and-one-half and guaranteed minimum pay for a call-back when return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at time-and-one-half.

The appropriate supervisor must pre-authorize overtime hours.

The Campus Dean may approve exceptions to this policy.