OVERTIME Policy Number: H.02.03

SCOPE

All employees.

PURPOSE

To provide guidelines to administer overtime pay in compliance with applicable federal and state wage and hour regulations.

POLICY/PROCEDURE

The University of St. Thomas follows the provisions of the Fair Labor Standards Act and applicable state laws in paying overtime. Only those employees who are non-exempt from the Fair Labor Standards Act will be paid for overtime, at the rate of time and one-half for each hour worked in excess of forty in one week. Paid time off for holidays, jury duty, vacation, sick leave or any other leave of absence will be considered "hours worked." Compensatory time off instead of overtime is discouraged by the University but may be granted by a department supervisor, if it is taken during the same week as the overtime was worked. Compensatory time off may not be granted to exempt employees.

The Associate Vice President of Administrative Services will determine whether an employee is exempt or non-exempt from the Fair Labor Standards Act at the time of hiring. Changes in exempt/non-exempt status will be re-evaluated by the Associate Vice President of Administrative Services whenever there is a significant change in job responsibilities.

APPROVED: **Dr. Robert Ivany** **Date:** **September 1, 2010**

Effective Date: **September 1, 2010**

Policy Area:	Compensation
Policy Committee or Task Force:	NA
Date of Formulation:	NA
Revision Date:	NA
Automatic Review Period:	Every 3 Years, September
Next Review Period:	September 2013
Title of Reviewer:	AVPAS