

OVERTIME

I. SCOPE

All employees.

II. PURPOSE

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

II. POLICY

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.

III. PROCEDURE

The Director of Human Resources 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 Director of Human Resources whenever there is a significant change in job responsibilities.

Overtime worked by non-exempt employees must be authorized in advance by the department supervisor and the appropriate Vice President.

Revised 7/1/03
Rewritten 7/1/97
Supersedes Policy No. 210 written 7/1/95