CDU Policy I.E.00560 Overtime

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: October 29, 2010

POLICY I.E.00560 Overtime

Charles R. Drew University may periodically require overtime or weekend work from non-exempt or exempt employees in order to meet business or production needs. As much advance notice as possible will be given to scheduled employees. Employees will be expected to work scheduled overtime unless otherwise excused by their supervisor. All overtime work performed by non-exempt employees must be pre-approved, in writing, by the employee’s supervisor, but if worked. Non-exempt employees working unapproved overtime must be compensated but may be disciplined, up to and including termination.

Non-exempt employees are required to accurately record their own hours worked on an official timecard or using any system designated by the University. Each non-exempt employee is responsible for the accuracy of time reported and timeliness of submission. Falsification of time or attendance records may be grounds for immediate termination. All employees are responsible for the accuracy of any other records for which they are responsible. Should the employee discover an error on a paycheck, whether an overpayment or underpayment, they are expected to report the error to the Payroll Office within 48 hours of check issuance. Overtime pay rates shall be determined by the then-applicable law.

A. DEFINITION

Overtime is time worked that exceeds the hours of a full-time employee’s regular daily schedule on pay status or exceeds 40 hours on pay status in a workweek and over eight hours in a workday for and for the first eight hours of work on the seventh consecutive day of work in a work week. Employees must be paid double time for all hours worked in excess of 12 in a work day and in excess of eight hours on the seventh consecutive day of work in a work week. Pay status includes time worked and paid leave such as sick leave, vacation leave, holidays, military leave, compensatory time off, and administrative leave with pay. Overtime shall be reported and compensated on the basis of the nearest 1/4 hour.
PROCEDURE I.E.00560 Overtime
REFERENCES AND RELATED POLICIES
CDU – APM I.E.00540 (Salary)
CDU – APM I.E.00560 (Overtime)
CDU – APM I.E.00680 (Leave of Absence)

A. NEED FOR OVERTIME

1. As soon as possible after the need for overtime is determined, the Department Head or
designee shall notify the employee that overtime must be worked.
2. Upon request, an employee is expected to work overtime.
3. In assigning overtime the Department Head or designee will take into account employee
preference for overtime assignments.

B. PAYMENT OF OVERTIME UPON TRANSFER

An employee who is transferred to another department shall be paid for any authorized overtime
by the department in which the time was worked.

C. PAYMENT OF OVERTIME FOR MULTIPLE PART-TIME APPOINTMENTS

In the case of employment in two or more classes, one of which is subject to premium payment,
the overtime worked is subject to compensation at premium rates as follows:

1. If more than 20% of the total hours worked in a workweek is in a class subject to
premiun overtime rates, all overtime shall be subject to compensation at the premium
rate.
2. If 20% or less of the total hours worked in a workweek is in a class subject to premium
overtime rates, all overtime shall be compensated at the straight time rate.

D. DETERMINING REGULAR TIME, OVERTIME STRAIGHT, AND OVERTIME
PREMIUM

1. To compute the hours of overtime in a workweek, it is necessary to determine the number
of hours on pay status. Hours on pay status over 40 hours during a workweek are
over time.
2. Time spent on-call but not actually worked is not considered as hours of work nor as
hours on pay status for the purpose of determining hours of overtime. Refer to CDU –
APM I.E.00555 (Hours of Work).
3. Payment for on-call time shall be included as a part of total straight time compensation in
calculating the premium overtime rate. If an employee is called, the time actually worked
shall be reported as Regular Time, Overtime Straight, or Overtime Premium, as
appropriate.

Applicability: All Staff Members