


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:031	Supersedes Policy Number: IV:02:11
Date: August 1, 1986	Dated: April 2, 1986
Subject: Overtime	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: P-020
Approved:  President	

General

It is the intent of the University to conform to the provisions of the Fair Labor Standards Act as amended to apply to public employers and also to conform to the policies and guidelines of the State Board of Regents. The University will comply with all provisions of the amendments to the Fair Labor Standards Act, such as those dealing with maximum accrual of compensatory time, method of cash payment for accrued hours, requests for time off and multiple job situations.

Certain areas of the University in which extra work hours for clerical and support employees are inevitable and the workload makes compensatory time off infeasible may be approved to budget for cash payment instead of compensatory time. In these areas supervisors have the option of recompensing employees by either compensatory time off or cash payment. In areas which have not been approved, clerical and support employees must be given compensatory time.

Compensatory Time

Compensatory time is available to clerical and support employees only. Compensatory time should be utilized in preference to overtime. Compensatory time for any hours worked in excess of the regular work week schedule will be granted at a straight rate of one hour for every additional hour worked when taken during the same work week as it is earned. Any compensatory time taken outside the week in which it is earned will be granted at straight time for hours worked between 37.5 and 40.0 and at time-and-one-half for hours worked over 40.0.

Compensatory time must be reported as earned in the week in which it is worked but does not have to be taken in the pay period in which the week falls. However, classified employees must use any accrued compensatory time before they take annual leave.

Clerical and support employees may accrue up to 240 hours of compensatory time (480 hours for employees engaged in public safety, emergency response, or seasonal activities). Any hours worked beyond the maximum accrual allowed must be paid in cash, at 1.5 times the regular hourly rate. Compensatory time accumulated toward the maximum hours allowed is accrued over the full duration of employment. There is no annual accumulation limit.

Employees may request compensatory time off at any time and must be allowed to use it within a reasonable time of the request unless their absence at that time would unduly disrupt the operation of the areas in which the work. Supervisors should allow compensatory time to be taken whenever the workload permits and should avoid maximum accruals. If employees with accrued compensatory hours leave the University, they must be paid for those hours, not based on the rate of pay which they were earning when they worked the extra hours but based on their final rate of pay or the average regular rate of pay received during their last three years of employment, whichever is higher.

Overtime

Where compensatory time is not a feasible alternative, funds to provide for overtime payment must have been approved during the budget process. In such cases, overtime at straight time will be paid for hours worked in excess of 37.5 and up to 40.0 per week; premium rate overtime at time-and-one-half will be paid for hours worked in excess of 40.0 per week. Hours approved for cash payment must be reported in the week in which they were earned and must be paid in the paycheck for that pay period. Overtime payment should be kept to an absolute minimum.

Hours which employees work on a sporadic or occasional part-time basis will not be counted in calculating overtime compensation if the work is at the option of the employees and is different from the employees' regular assignments.

Call-Outs

Physical Plant support personnel will receive a minimum of four hours pay at time-and-one-half base pay each time they are called in for emergencies or are scheduled in for a special event or duty which is not a regular part of their job and is not an extension or continuation of their normal duty hours.

Supervisors shall endeavor to keep call-outs of less than four hours to a minimum and where appropriate, should schedule additional duties or activities so that the minimum time worked

is four hours when the primary reason for the call-out is expected to be less than four hours. Consideration should be given to the timing of the call-out, weather conditions, special holidays, and the nature of the emergency, (e.g., an emergency call-out on Christmas; at 1:00 a.m., or in hazardous weather conditions, etc.). This type call-out should not be extended beyond the duration of the emergency. Up to 2.5 hours of overtime required due to call-outs, in excess of the initial four hours, will be compensated at straight time to the extent the employee has not met the 40 hour per week requirement of the general personnel policy.