



ADMINISTRATIVE POLICY

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OVERTIME/COMPENSATORY TIME

Supervisors may require any non-exempt employee to work overtime hours to meet special or unusual business operation needs beneficial to PCC.

Non-exempt employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and must be compensated according to FLSA guidelines for all hours physically worked in excess of forty (40) hours in the standard workweek. In keeping with the overtime provisions of the Fair Labor Standards Act, all non-exempt employees must be compensated at time and one-half for all hours worked in excess of forty (40) within the standard workweek. The standard workweek is defined as 12:01 a.m. Saturday and extends through the seven-day period at midnight the following Friday.

In lieu of overtime payment, Pratt Community College may grant compensatory time off as set by FLSA regulations with approval of Vice-President/Director of Athletics/Chief Information Officer.

LIMITS AND REQUIREMENT OF OVERTIME/COMPENSATORY TIME

1. All overtime must be authorized in advance, if applicable, by the employee's Vice President/Director of Athletics/Chief Information Officer.
2. Overtime may not be worked as an option to accumulate hours in order to avoid using annual leave.
3. Compensatory time must be used first in lieu of paid vacation, sick, or personal leave.
4. Early arrival or late departure not requested by the supervisor cannot be counted towards overtime/compensatory time.
5. Paid leave and compensatory time taken need to be noted on the employee's timecard.
6. Accrued compensatory time may not exceed 80 total hours for overtime hours worked.

EMPLOYEES

1. May not work extra hours without the permission of their Vice-President/Director of Athletics/Chief Information Officer.
2. May not accrue more than 80 total hours of compensatory time for overtime hours worked.

SUPERVISORS

1. Will be responsible for monitoring, documenting and reconciling all overtime/comp time of employees under their supervision. This will be done in conjunction with verifying time sheets at the end of each pay period.
2. May require the employee to take time off during the workweek to prevent the accumulation of compensatory time.

Compensatory time will be tracked as follows:

1. Hours in excess of forty (40) hours actually worked within the standard workweek will be compensated at time and one-half. Paid leave (vacation, sick, holiday, time off for professional development) or accumulated comp time taken is not counted as hours worked in determining compensatory time computation.
2. In situations where a non-exempt employee has not worked more than forty (40) hours in workweek, but the total hours worked plus hours of paid leave exceeds forty (40), the employee will adjust the paid leave time to equal forty (40) hours.
3. If used during the current workweek, compensatory time would be calculated as straight time not to exceed 40 hours per week.

Use of compensatory time:

1. Employees must have the supervisor's permission to use accrued compensatory time.
2. Permission is requested by completing a leave request.
3. In most cases the supervisor will allow the employee to use compensatory time. However, use of requested time off may be denied at times when in your supervisor's opinion, your absence would disrupt critical functions of the department.

Payment of overtime:

1. The Vice-President/Director of Athletics/Chief Information Officer may elect to pay overtime occasionally for special events.
2. Written authorization by the Vice-President/Director of Athletics/Chief Information Officer is required for payment.
3. Occasional payment of overtime does not negate accruing of compensatory time.

Payment of compensatory time:

1. In the event an eligible employee accrues more than eighty (80) total hours of compensatory time, the excess over eighty (80) hours will be paid to the employee no later than the next regular pay day following the posting of accrued hours. Payment for compensatory time in excess of eighty (80) hours will be made at the rate currently earned by the employee.
2. Employee's compensatory time may be paid in full upon the discretion of the college.
3. Upon termination of employment or transfer to another department, compensatory time will be paid in full.

Revision Dates: 07-02-2024, 07-19-2016, 09-11-2007, 07-30-2007, 05-21-2007.