

Overtime & Compensatory Time Off

All Support Staff

- Non-exempt employees under The Fair Labor Standards Act (FLSA)—all support staff members—must be paid one-and-a-half times their regular rate of pay for all hours worked in excess of 40 hours per week. In those departments on a 35-hour work week, University policy and applicable collective bargaining agreements provide overtime in excess of 35 hours per week.
- For non-union support staff, special overtime rules may apply to a limited number of employees who work in a position funded by a government grant or contract in which overtime provisions, differing from University policy, are specified as part of the grant or contract.

2110, SSA, and Non-Union Support Staff

- Staff members on a 35-hour weekly schedule who work between 35 and 40 hours in one week may receive either overtime pay or compensatory time off, granted at the rate of *one-and-a-half hours for each hour worked above 35*. The question of pay or compensatory time-off between 35 and 40 hours can be determined by the supervisor subject to operational and/or budgetary considerations. *Note: The SSA contract states, "Employees shall be compensated at the rate of one and one half (1½) times their regular pay for authorized time worked in excess of the regular full-time work week of thirty-five (35) hours up to forty (40) hours by receiving either pay for such overtime worked or compensatory time-off as mutually agreed."*
- The computation of overtime in any work week includes all hours *worked* plus paid holidays, vacation and personal days. Paid sick leave is not included in the computation of overtime.
- Regular part-time support staff who work in excess of their regularly scheduled work week are paid at straight time for hours worked in excess of their regular schedule up to 35 hours in any given work week. Hours worked in excess of 35 (or 40, where applicable) are treated the same as those for a full-time employee.

Other Support Staff

Collective bargaining agreements other than 2110 and SSA require the payment of overtime for all hours *worked* in excess of the regularly scheduled work week or work day. SEE the applicable [collective bargaining agreement](#) for clarification.

Short-Term Casuals (Non-Students)

Short-term support staff casual employees are eligible for overtime (at the rate of time-and-a-half) for all hours *worked* in excess of 40 hours in a week (Monday through Sunday).

Officers

Officers ("exempt" employees) are not eligible for overtime pay or compensatory time off.

Officers of the University, as salaried employees, are expected to work the time required to accomplish the responsibilities of their primary position without additional compensation.