



Overtime/Compensatory Time Policy for Non-Exempt Employees

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| Policy #: | HR003.1 |
| Policy Type: | University |
| Responsible Executive: | VP for Business Affairs |
| Responsible Office: | Human Resources |
| Originally Issued: | October 2, 2019 |
| Latest Revision: | October 2, 2019 |
| Effective Date: | October 2, 2019 |

I. Policy Statement

The Overtime/Compensatory Time Policy for non-exempt employees establishes how they are compensated for work performed in excess of 40 hours.

II. Purpose of Policy

The Overtime/Compensatory Time Policy for non-exempt staff defines the parameters and guidelines associated with earning overtime and compensatory time. For overtime purposes, the University shall determine the exempt or non-exempt status of all positions, in accordance with the Fair Labor Standards Act (FLSA). All non-exempt employees shall be compensated for overtime in accordance with the FLSA for overtime conditions that are covered by the FLSA, and shall be compensated in accordance with University rules for State Overtime.

III. Applicability

Non-exempt Employees

IV. Definitions

Classified Employee – employees who are under the guidelines of Louisiana State Civil Service

Compensatory Time – hours accrued at the FLSA or State overtime for time off in lieu of overtime pay

Exempt Employee – employees that are exempt from the FLSA from earning overtime

FLSA Overtime – hours worked in excess of forty (40) hours in a workweek; employees must be compensated at a rate not less than time and one-half of an employee's regular rate of pay

Non-exempt employee – Employees who are entitled to overtime pay under the Fair Labor Standards Act (FLSA)

State Overtime – hours worked in excess of regular workweek, BUT has taken paid leave or a holiday observed causing the employee to actually work fewer than forty (40) hours in that workweek; employees must be compensated at the hour-for-hour rate

V. Policy Procedure

- Overtime compensation may be granted in the form of cash payment or compensatory time earned.
- Cash shall be paid when required under the FLSA or by University Rules.

- If annual overtime pay is going to exceed 30% of the employee’s salary, then the supervisor must generate a memo requesting approval to earn the excess overtime pay from the employee’s Vice President. The memo should include a description of the duties being performed and any previous overtime duties and pay.
- The “Request for Prior Approval to Earn Compensatory Time/Overtime” form must be approved prior to earning overtime and submitted when time sheets are due.
- Compensatory leave shall not be credited to any non-exempt employee while serving on an intermittent basis.
- Compensatory time credited to an employee may be used with the approval of his/her supervisor. The minimum charge for compensatory leave shall be one-quarter hour. An employee who has been credited with compensatory leave may be required by his/her supervisor to take all or part of such leave at any time.

Caps on Accumulation of Compensatory Leave

- 240 hours maximum accumulation for time and one-half. After maximum accumulation, any additional overtime work in excess of forty hours per week must be paid at the time and one-half rate.
- Hour for hour has an unlimited accumulation during a calendar year. Maximum of 360 hours carried forward from one calendar year to the next. If more than 360 hours accrued as of December 31, then excess over 360 must be paid by March 1.
- For classified employees, if an exception to carry over more than 360 hours has been granted by the Civil Service Commission, any leave over that approved maximum number of hours must be paid by March 1.

Compensatory leave balances upon separation or transfer

- Time and one-half shall be paid for all accumulated hours.
- Hour for hour shall be paid at the final regular rate received.

VI. Enforcement

Advanced approval is required for overtime work. Overtime work is not permitted on a voluntary basis; but must be authorized by the appropriate authority.

VII. Policy Management

The Vice President for Business Affairs is the Responsible Executive accountable for the management of this policy. The Office of Human Resources is responsible for maintaining this policy.

VIII. Exclusions

N/A

IX. Effective Date

This policy is effective on October 2, 2019.

X. Adoption

This policy is hereby adopted on this 2nd day of October 2019.



Bill Graves, Vice President for Business Affairs

XI. Appendices, References and Related Materials

Request for Prior Approval to Earn Compensatory/Overtime

XII. Revision History

Original adoption date: October 2, 2019