



Approved By: Human Resources
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Category: Human Resources
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Policy:

The subject of overtime compensation is covered by Federal Fair Labor Standards Act (FLSA) as well as in collective bargaining agreements. The FLSA deals with issues of minimum wage and overtime for hours worked in excess of 40 per week. The College can be held liable by the Department of Labor if we are not adhering to the provisions of the FLSA in compensating employees for any hours worked over 40 hours per work week.

This policy and procedure applies to classified service employees in CSEA and PEF bargaining units. Employees in the University Police Department follow a separate overtime policy based on operational needs of the police function on campus.

Classified employees who work more than 40 hours per week must be compensated at time and one half. Classified service employees who work 37.5 hours per week earn compensatory time at straight time for overtime worked between 37.5 and 40 hours and shall be paid time and one half for weekly hours worked in excess of 40.

Classified employees need to work their assigned work schedule and may not deviate from that schedule without prior supervisor's approval. Employees may not work hours beyond their work schedule without a supervisor's explicit written permission.

All employees who work 6 or more hours per day must have a minimum of a 30 minute unpaid meal break.

Employees may not work through or skip their meal break to shorten the work day or receive additional compensation.

According to the FLSA, employers are required to pay overtime for hours worked over 40 in any given week if the supervisor **knew or should have known** the employee was performing his/her duties. Classified service employee should not work through their lunch break, before or after regularly scheduled work hours unless these hours are pre-approved by the supervisor. All hours worked must be documented on the time sheet and factored into the total hours worked for the day/week. Classified staff may not "volunteer" their time to complete tasks, duties and responsibilities before or after their standard work hours.

Classified employees must submit a biweekly timesheet. The employee and supervisor must sign the timesheet indicating that the hours reported are correct.

Disciplinary action may be taken if individuals violate this policy.

Procedure:

1. Employees who are overtime eligible must obtain prior written supervisor approval to work hours beyond their normal work schedule.
2. Supervisor needs to complete the following applicable form to authorize overtime pay:
 - **Facilities Services Overtime Report**- for employees who work in the Facilities Service Department
 - [Overtime Authorization Form](#)- for all other employees. The form shall be attached to the employee's time sheet for the pay period in which the overtime was worked.
3. Overtime pay shall be paid in the pay period following the pay period in which it was worked.
4. The process for overtime distribution shall be in accordance with applicable bargaining agreements and/ or local labor management agreements.