



OVERTIME PAY POLICY

Officers of the University, Administrative Officials and any other Exempt employees are not eligible for overtime compensation.

Administrative Employees and Service Staff who work more than 40 hours per week at the request of their supervisor in any given week will be paid at the rate of time and one-half their base hourly rate of pay for the hours worked in excess of 40. The expectation is that employees will be available to work weekends and/or evenings, when necessary. Employees are also expected to be flexible and adjust to changes in schedules or working schedules when communicated by a supervisor. Holiday hours are considered hours worked in computing overtime if employee is required to work the holiday.

Paid sick leave, personal days, compensatory time, vacation, bereavement and jury duty are not considered hours worked in computing overtime.