



Responsible Official:
Vice President, Organizational
Development and Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 05-15-2012

Overtime Compensation for Career Service Employees

Policy Statement:

- I. At times it will be necessary to require career service employees to work overtime. Overtime must be approved in advance by the appropriate vice president, campus president or a designee.
- II. Career service employees who are assigned to positions which are defined as non-exempt under the Fair Labor Standards Act will receive overtime compensation at the rate of one and one-half (1½) times the regular hourly rate of pay for each hour worked in excess of forty (40) hours during the workweek. In lieu of overtime compensation, upon the written request of the employee and the approval of the supervisor, compensatory time at the rate of one and one-half (1½) hours for each hour worked in excess of forty (40) hours during the workweek may be given within one hundred eighty (180) calendar days of the time worked. For the purpose of overtime compensation, holidays, paid non-duty days, sick leave, vacation leave, and other approved leaves with pay will be treated as hours worked.
- III. Career service employees who are assigned to positions which are defined as exempt under the Fair Labor Standards Act will receive compensatory time off at the rate of one (1) hour for each hour worked in excess of forty (40) hours during the workweek. If it is not possible to give compensatory time within one hundred eighty (180) calendar days, the employee will be paid their regular hourly rate of pay for each hour worked in excess of forty (40) hours during the workweek.

Procedures:

- I. Prior to overtime work being performed, supervisors must get the overtime approved by the appropriate vice president, campus president, or their designee.

- II. Once the supervisor has obtained approval for the overtime they must:
 - A. Identify the employee(s) who will be performing the overtime work and inform them of the overtime requirement
 - B. Determine if the employee(s) performing the overtime work are exempt or non-exempt under the Fair Labor Standards Act (FLSA)
 - C. If they are non-exempt, the supervisor must ask the employee(s) if they prefer to be paid for the overtime or to receive compensatory time off as compensation for the overtime. If the employee(s) chooses comp time, it must be documented in writing prior to the work being performed.
- III. After the overtime work is completed:
 - A. Non-exempt employees must document the hours worked in accordance with established procedures.
 - B. Supervisors must confirm that the overtime work was performed and in the case of non-exempt employees, that the hours worked were properly documented in accordance with established procedures.
- IV. The compensation for Over-time Authorization form is completed and forwarded to payroll for processing.

Related Documents/Policies:

None

Policy History:

Adopted 1-19-83; Amended 4-24-85; Amended 5-14-86; Amended 9-19-90; Amended 11-18-92; Amended 5-15-01; Amended 5-15-12; Repealed 11-2-16; Formerly 6Hx28:9-05; Formerly 6Hx28:09-06

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