



Policy: 3C-02.3

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 05/15/2001

Volume 3C - Human Resources, Hours of Work, Compensation, Retirement, and Benefits

Overtime Compensation for Career Service Employees

Policy Statement:

- A. 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 or campus president or a designee.
- B. 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.
- C. Career service employees who are assigned to positions which are defined as exempt under the Fair Labor Standards Act and are at pay grade 11 through 17 on the college classification and pay plan for career service employees will receive compensatory time off at the rate of one (1) hour off 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 of the time worked, the employee will be paid the regular hourly rate of pay for each hour worked in excess of forty (40) hours during the workweek.

Related Items

There are no related items for this Policy