



**Overload, Flex Time, Overtime and
Compensatory Time Policy**

Employee

Effective Date: 9/17/2018

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- (1) Overload assignment means a separate employment assignment at the College Campus in addition to the employee’s regular employment assignment. Employees are not required to accept overload assignments. Employees who work an overload assignment will receive payment for the overload assignment at a rate and on a schedule as determined by the College.
- (2) Flex time means College Campus approved flexible scheduling for work hours. Flexible hourly schedules may be arranged on an individual basis between an employee and their supervisor, according to College needs. Flexible hourly schedules should not exceed 40 hours per week.
- (3) When an employee who is not exempt under the Fair Labor Standards Act (FLSA) is required to work beyond their regular daily schedule the preference is for the extra hours worked to be taken off at straight time during the same workweek, so that total hours worked in the work week (as defined in the College Hours of Work Policy) do not exceed forty (40) hours.
- (4) Employees who are not exempt under the FLSA who work more than 40 hours per work week are eligible for overtime. Such employees who work beyond 40 hours per week must obtain approval in advance by their Budget Executive. Time worked by nonexempt employees beyond forty (40) hours in a workweek shall be paid overtime at one and one-half (1 1/2) times their regular rate of pay. Only hours actually worked in a workweek will be used in determining overtime. Days absent for paid holidays are to be counted as time worked in computing overtime pay. Days absent from the job for vacation or sick leave are not to be counted as time worked for the purpose of computing overtime pay. Overtime is paid along with the regular pay per the normal payroll period schedule.
- (5) Employees eligible for overtime may choose to receive compensatory time (“comp time”) in lieu of overtime hours worked by sending a notification email to Payroll within one business day of the end of the pay period. Eligible employees shall receive compensatory hours at a rate of one-and one-half times the actual hours worked.
- (6) Exempt employees under the FLSA are not eligible for overtime payments or comp time.