



<p><b>Personnel Policies and Procedures</b> <b>Overtime Pay &amp; Compensatory Time Policy</b> Effective Date: July 1, 2009 Board Approval: June 9, 2009</p>
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**1. Purpose**

To provide policy governing overtime pay and compensatory time at the Tooele Applied Technology College.

**2. References**

- 2.1. Board of Regents Policy and Procedure, R816, Overtime Pay, Overload Assignments, and Compensatory Time.
- 2.2. Fair Labor Standards Act (FLSA), 29 U.S.C. Section 201 et seq.

**3. Definitions**

- 3.1. **Overtime** - Overtime means time worked in excess of the employee's work period as defined by the FLSA.
- 3.2. **Compensatory Time** - Compensatory time or comp time means College Campus approved time off in lieu of overtime pay.

**4. Policy**

- 4.1. **Overtime Pay.** Work beyond 40 hours per week must be approved in advance by the Immediate Supervisor and the appropriate Executive Staff. Overtime is paid along with the regular pay per the normal payroll period schedule.
  - 4.1.1. **Non-Exempt Employees** - Time worked by non-exempt employees beyond forty (40) hours in a workweek shall be paid at one and one half (1 ½) times the 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. Sick leave, vacation, compensatory time, additional appointments, and other similar leaves are not to be counted as time worked for the purpose of computing overtime pay.
  - 4.1.2. **Exempt Employees** - Exempt employees are not eligible for overtime.
- 4.2. **Compensatory Time.** Employees must obtain approval from their Immediate Supervisor and the appropriate Executive Staff prior to working past 40 hours per week. The use of compensatory time must be requested and approved by the Immediate Supervisor by using the Report of Time Away from Regular Duties form. This applies to all employees eligible for compensatory time.
  - 4.2.1. **Non-Exempt Employees** - Non-exempt employees have the option of taking compensatory leave time instead of overtime pay. Compensatory time will be earned at a rate equivalent to one and one half (1 ½) hours for every hour of overtime worked beyond forty (40) hours in a workweek. Compensatory time must be taken within a 30 day period of the time earned or it is lost. Sick leave, vacation, and additional appointments are not to be counted as time worked for the purpose of computing compensatory time. Only hours worked and holidays are to be counted.
  - 4.2.2. **Exempt Employees** - Compensatory time will be earned at a rate equivalent to one hour (1) for every hour worked beyond forty (40) hours in a workweek. Exempt employees are only eligible to accumulate a maximum of 24 hours in compensatory time at any given time. All compensatory time not used by the end of the fiscal year (June 30th) will be lost. Sick leave, vacation, and additional appointments are not to be counted as time worked for the purpose of computing compensatory time. Only hours worked and holidays are to be counted.