



Title: Requesting Overtime

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Implementing Procedure For Policy # 6.17

Date Approved: 02/26/01

Division: Administration and Finance

**Date Revised: 09/16/08,
01/22/15**

1. General information

- Definition of a workweek — College policy defines the standard workweek for non-exempt employees as 37.5 hours during a calendar week. The calendar week begins at 12:01 a.m. Sunday and ends at midnight on Saturday.
- Definition of overtime — For purposes of this procedure, overtime is defined as any work scheduled in excess of the standard workweek.
- Premium pay — Pay calculated at 1.5 times the regular rate of pay for the employee. Federal guidelines require premium pay for time worked above 40 hours during the standard workweek.
- Eligibility — Only employees classified as non-exempt according to the Federal guidelines are eligible for overtime. Each position in the College has been designated as exempt or non-exempt.
- Overtime calculation — CF calculates the first 2.5 hours of additional time at the employee’s regular hourly rate. Hours worked above 40 earn premium pay (time-and-a-half).

2. Approval for full-time employee overtime pay

- All overtime must be approved in advance by the President, or President’s designee. The department supervisor requests permission to schedule an employee to work more than the regularly scheduled 37.5 hour workweek. For convenience, the request may be made using e-mail.
- The request is submitted to the supervisor’s vice president. If the vice president agrees with the request, it is forwarded to the president, or president’s designee.
- The President, or President’s designee, may approve or deny the request.
 - If approved, the President, or President’s designee sends a copy of the approved request to the Vice President of Administration and Finance. The Vice President of Administration and Finance will send copies to the requesting supervisor, the approving vice president and to the Payroll office to support the pay request when it is submitted for payment.
 - If denied, the President, or President’s designee, returns the request to the requesting supervisor and vice president for information.

3. Approval for part-time employee pay exceeding 25 hours -- Approval by the supervisor's Vice President is needed for part-time employee hours exceeding 25 hours and up to 30 hours within a work week. Part-time employees with hours exceeding 30 hours and up to 37.5 hours within a work week are forwarded to the Vice President of Administration and Finance for approval. Part-time employees with hours exceeding 37.5 hours within a work week follow the approval process identified for full-time employees above.
4. Submittal of overtime pay requests — Hours worked beyond 37.5 are to be reported on a form available from the Payroll office. The supervisor must sign the form to verify that the hours were worked and attach the form to the payroll certifier. A note should be written on the certifier to indicate the employee worked overtime during the pay period.

Vice President, Administration and Finance

Date

Approved by President

Date