



02.04.03 OVERTIME, COMPENSATORY TIME, AND OTHER TIME WORKED

Division: College Employees
Adopted: 01/1987
Revised: 06/1993, 01/2014, 01/2019
Reviewed: 3/2023

In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

As a public agency, the College may arrange for its non-exempt employees to earn compensatory time instead of cash payment for overtime hours. Comp time will be provided at a rate of one and one-half hours for each overtime hour worked.

Institutional procedures for overtime and compensatory time are established to guide College employees on these items. Additionally, union collective bargaining agreements may have language/provisions specific to their members.

Related Institutional Procedures:

02.04.03.00 Overtime, Compensatory Time, and Other Time Worked