

## **444-05 WORK WEEK AND HOURS WORKED AND OVERTIME—PROCEDURE**

### **1. PURPOSE**

In order to support the teaching and service objective of the College, an employee may be expected to work extra hours beyond a forty-hour (40) week, if required by the supervisor.

### **2. PROCEDURE**

#### **1. Overtime compensation**

Overtime for non-exempt (classified) employees is subject to the provision of this procedure and the Federal Fair Labor Standards Act (FLSA), as amended. Classified employees shall receive overtime pay or compensatory time off for hours worked in excess of forty (40) hours per week. Exempt (faculty and administrative/professional) employees are not eligible to receive overtime payment or compensatory time off.

#### **2. Work Week**

For purposes of determining eligibility for overtime pay as mandated by applicable state and federal laws, the work week shall be deemed to commence at 12:01 a.m. on Sunday and end seven (7) days later on Saturday at midnight. The full-time workday for employees is eight (8) hours per day with a one-hour unpaid lunch period. Whenever possible, College offices should remain operational during the lunch period.

#### **3. Approval**

Overtime work shall be approved in advance by the responsible supervisor. Employees shall not work overtime unless specifically authorized to do so by their supervisor. Employees are expected to work overtime when so requested. Employees who work unauthorized overtime may be subject to disciplinary action.

#### **4. Overtime Compensation**

Non-exempt classified employees shall be compensated for overtime hours worked at one and one-half times the regular rate at which the employees are paid. Overtime hours are defined as only those hours which an employee is required or is permitted to work in excess of forty (40) hours in a work week. PTO, sick leave reserve, paid holidays and other absences, paid or otherwise, do not count toward the forty (40) hour work week for determining the number of overtime hours. Overtime may be compensated by either cash payment or compensatory time off at the discretion of the College.

#### **5. Compensatory Time Off**

Compensatory time must be approved in advance in the same manner as PTO requests are made. Accrued compensatory time must be taken as soon as practicable while still maintaining continuity of operations. An employee shall not carry a balance of more than 120 hours of compensatory time at any one time.

6. Termination

In the event an eligible employee retires, resigns, changes from non-exempt to exempt, or moves from one position to another, is discharged or dismissed, the employee will be paid a lump sum amount for any accumulated compensatory hours at the time of change.

**3. BACKGROUND**

1. References: none
2. Revision history: 08/1996, 09/27/2010 (reformatted)
3. Legal Review: none
4. Sponsor: Human Resources

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