



OVERTIME / COMPENSATORY TIME POLICY FOR SPA NON-EXEMPT / TEMPORARY EMPLOYEES

Policy Statement

This policy provides guidelines, in conjunction with University Policy, on the use of overtime / compensatory time for employees in the Department of Environmental Services and Engineering.

Definitions

SPA Non-Exempt Employee: *those SPA employees who are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible to receive either overtime / compensatory time off.*

SPA Temporary Employee: *those SPA employees that are considered temporary and subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible to receive only over time. ****Also includes student employees*****

Audience

This policy applies to all SPA Non-Exempt Employees and/or Temporary Hourly Employees in the Department of Environmental Services and Engineering.

Roles and Responsibilities

Supervisor: *Approval of any time beyond 40 hour work week that results in compensatory time / overtime accumulated.*

TIMS Administrator: *Ensure proper coding of time in TIMS regarding compensatory time / overtime earned.*

Related Regulations, Statutes, and Related Policies

University Overtime / Compensatory Time Off for SPA Non-Exempt Employees

<http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/overtime-compensatory-time-off-for-spa-non-exempt-employees/>

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Department:

Environmental Services & Engineering

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Procedures

Work schedules for each employee are defined by management based on operational needs. Each supervisor is responsible for managing hours worked through such measures as:

Establishing and communicating work schedules for employees. Schedules should be established to meet departmental operating needs, but whenever possible should be flexible enough to meet employees' needs as well.

Managing work time so that Non-Exempt employees do not perform unscheduled work that results in an overtime liability. Because of wage-hour concerns, Non-Exempt employees must perform work only during their regular work schedule unless changes have been approved in advance by management or in the case of a bona fide emergency.

Standards

It is the policy of this Department that:

- Overtime is only allowed in extraordinary circumstances and by approval of Supervisor / Department Manager with SPA Non-Exempt Employees or SPA Temporary Employees.*
- Such extraordinary circumstances could include lack of appropriate personnel to provide services and/or research personnel paid for by external sources, subject to approval from Department Chair or his/her designee.*

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- *Any overtime approved must be documented. Supervisor is to notify Department Manager / HR Cluster of approval of Overtime. Department Manager will then document overtime reason and approval.*
- *Preferred Method for all SPA Non-exempt employees shall be compensatory time, approved in advance by supervisor, not to exceed 120 hours per fiscal year.*
- *Compensatory Time off shall be taken within the year earned and before any other vacation leave utilized unless directed otherwise by University HR such as FY Bonus leave provisions.*
- *There is an expectation that management avoids overtime / compensatory liabilities as much as possible by allowing or directing employees to take off an equal amount of time during the same work week so that the total work time does not exceed 40 hours.*

Documentation

N/A