OVERTIME POLICY

Scope: Residential Life

Issued: June 1, 2012

Revised: July 1, 2013

I. Purpose

II. Policy

Authorization of Overtime

A. All overtime must be approved in advance by the Assistant and/or Director of the area in which the work is to be performed (ex. Assistant and Director – Facilities for all custodians).

Reporting Overtime Worked

A. Overtime hours are to be indicated on the time sheet/card for the appropriate pay period.
B. An Authorization of Overtime slip or sheet (see attached) is to be filled out for all hours other than normal work schedule for each employee. The employee and the immediate supervisor must sign the slip.
C. Overtime slips/sheets are then immediately sent to the Residential Life payroll office for further approval and processing.
D. Signature of the Assistant and/or Director for the area and the Executive Director of Residential Life is required before overtime hours can be processed for payment.
E. The Overtime or Comp time hours will be entered in the Department’s Overtime Data. Base by the respective division. The upper left corner of the overtime slip/sheet will be initialed to indicate that the overtime has been entered in the overtime data base prior to submittal to the Director for Approval.

Payment of Overtime

A. Approved overtime slips/sheets received before the deadline for the pay period will be included in the processing for the period and will be paid on the regular pay check.
B. Approved overtime slips/sheets received after the deadline will be processed as quickly as possible and will be submitted for payment on a supplemental voucher. These hours will be paid on a supplemental payroll which is normally released on Mondays.