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DATE: June 30, 2009

To: CCT Administrative and IT Professional Staff Employees

From: Stephen D. Beck, Interim Director 

RE: Overtime and Additional Compensation Policy Reminders

The following is a reminder of overtime and additional compensation policies established by LSU:

Policy Statement 43 (PS-43) titled Additional Compensation Limits. The general policy states the following: Occasionally, academic and administrative/professional employees are asked to assume responsibility for additional duties unrelated to, or independent of, their normal work. When such assignments are clearly not a part of the employee's normal assignment, additional compensation may be permitted. A request must be approved prior to the beginning of the additional compensation assignment. It is the employee's responsibility to monitor his/her individual allowable compensation limit and not to exceed the limit.

Policy Statement 61 (PS61) titled Overtime Policy. Section B(Eligibility for Overtime) states the following: Administrative and professional (exempt unclassified) employees are not entitled to earn overtime or compensatory time off. It is expected that employees in unclassified positions may be required to work in excess of a 40 hour workweek on a recurring basis.

Due to the fact CCT's budget has been drastically cut, I am placing the following procedures on additional compensation and/or overtime in to effect July 1, 2009:

- (1) Add comp for overtime for event support will only be provided on a case-by-case basis with the prior approval of the CCT Director;
- (2) Add comp for overtime for event support must be covered by event generated funds (CCT funds will not be used to pay for add comp for overtime in the normal course of duties);
- (3) Overtime for event support not covered by event generated funds can be made up through flextime with supervisor and HRM approval.

Thank you for your cooperation.