

Louisiana State University

Office of Facility Services

Operating Instruction 2102

Revision: 3
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SUBJECT: ASSIGNMENT OF OVERTIME/COMPENSATORY TIME

I. General

1. If an employee must be called out after their regular work hours on overtime or compensatory time, the employee will be guaranteed work sufficient to give a minimum of two (2) hours of working time. The employee will be paid or given compensatory time only for time actually on the job.

II. Procedures

1. All overtime is to be offered to all qualified employees, so that no employees are favored in work assignments.
2. Each department will maintain a list of employees who have expressed an interest in working overtime. This list will be a "sign in" list. The list will be open for sign up only once each six (6) months.
3. Overtime will be performed by qualified employees. The supervisor will make judgment on qualifications.
4. The employees needed to perform overtime work will be selected from this volunteer list of employees **qualified** for the job.
5. Emergency overtime on call outs will be made available first to the duty person during the hours of standby duty, as described in **Operation Instruction 2104**.

6. Overtime will be assigned on a job-by-job basis, beginning at the top of the volunteer list and continuing through the list giving each listed, qualified employee an opportunity for overtime.
7. If no one on the entire volunteer list can be contacted, any qualified employee in the respective department may be required to work the job. A list of employees who are required to work is to be maintained, so that they will not be forced to work until after all other qualified non-volunteer employees have been given the opportunity to work.
8. If an employee declines overtime without reasonable justification, their name will be removed from the voluntary overtime list for a period of six (6) months. If the employee wishes to resign from the voluntary overtime list, they may do so after six (6) months.

Note: The supervisor can require any employee in their department to work overtime, regardless of whether the employee is on the voluntary overtime list.

9. If an employee declines overtime with reasonable justification, their name will remain on the list, with overtime work rotated through the list as though the employee worked.
10. An employee who is required to work though the lunch period will either be given time off during the same week or paid overtime.
11. On holdover jobs, those employees working on the job during regular work hours will be given the option to work on overtime first. If there is an acceptable reason that they are not able to work the overtime, the selection of employees to work will follow the same procedures as above. In cases where the supervisors decides that the employees working on the job during regular work hours are essential to completion of the work, those employees will be required to complete the work.