



**Personnel Policies and Procedures**  
**Overtime Pay & Compensatory Time Policy**  
Effective Date: July 1, 2007  
Board Approval: June 22, 2007  
Board Revision Approval: June 6, 2018

**1. Purpose**

- 1.1. To provide policy governing overtime pay and compensatory time at the Tooele Technical College.

**2. Definitions**

- 2.1. **Overtime** - Overtime means time worked in excess of the employee's work week as defined by Fair Labor Standards Act, 29 U.S.C. Section 201 et seq. (the FLSA).
- 2.2. **Overload Assignment** - Overload assignment means a separate employment assignment at the College in addition to the employee's regular employment assignment. Employees are not required to accept overload assignments.
- 2.3. **Compensatory Time** – Time off with pay in lieu of overtime pay for occasional overtime work which is earned at a rate of one and one-half hours of compensatory time for each hour of overtime worked.

**3. Policy**

- 3.1. **Faculty Overload Assignments** - Faculty members who work an overload assignment, as defined in this policy, will receive payment for the overload assignment at an hourly pay rate which is equivalent to the College's established adjunct pay rate.
- 3.2. **Overtime Pay.**
- 3.2.1. Only Classified employees are eligible for overtime.
- 3.2.2. Work beyond 40 hours per week must be approved in advance by the Vice President. Overtime is paid along with the regular pay per the normal payroll period schedule
- 3.2.3. Time worked by Classified employees beyond forty (40) hours in a workweek ("overtime") shall be paid at one and one-half (1/2) times the regular rate of pay. Only hours actually worked in a workweek will be used in determining overtime. Days absent for paid holidays are to be counted as time worked in computing overtime pay. Days absent from the job for vacation, sick leave, compensatory time and other similar leaves are not to be counted as time worked for the purpose of computing overtime pay.
- 3.2.4. When a Classified employee is required to work beyond their regular daily schedule the preference is for the extra hours worked to be taken off at straight time during the same workweek, so that total hours worked in the workweek do not exceed forty (40) hours.
- 3.2.5. Overtime should be approved by the supervisor before it is accrued. It is the responsibility of the employee to inform the supervisor if they are scheduled to work more than forty (40) hours in the work week.
- 3.2.6. Faculty, Professional/Administrative and Executive employees are not eligible for overtime payments

### 3.3. Compensatory Time.

- 3.3.1. When a Classified employee works beyond forty (40) hours in a workweek ("overtime"), it is preferred they be given compensatory leave time which will be calculated at the rate of one and one-half hours for every hour of overtime worked. Employees cannot be forced to take comp time in lieu of overtime pay.
- 3.3.2. Employees must obtain approval from their Vice President prior to working past 40 hours per week.
- 3.3.3. Compensatory time should be taken within the next 60 days with a pre-approved plan. In circumstances where the compensatory time is not used within 60 days, the supervisor may approve carryover, with authorization from their Vice President or President. The President or Vice President may choose to pay the overtime in the eligible pay period.
- 3.3.4. Any compensatory time balance remaining upon the employee's termination is paid on their final check, at their current pay rate.
- 3.3.5. **Faculty and Professional/Administrative Employees** – Faculty, Professional/Administrative and Executive employees are not eligible to receive compensatory time (comp time).