

## MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	<b>OVERTIME PAY FOR CLASSIFIED EMPLOYEES</b>				

### 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

### 2.0 SCOPE

Staff Employee Policy

### 3.0 POLICY

#### **University Workweek:**

In accordance with the Fair Labor Standards Act (FLSA), classified (non-exempt) employees are paid at the rate of one and one-half times the employee's normal hourly rate for all time worked over forty (40) hours during a work week. The University workweek begins at 12:00 midnight Saturday and ends at 11:59 Friday.

#### **Payment of Overtime:**

Non-exempt employees will be paid overtime compensation at one-and-one-half their regular rate of pay for all hours worked in excess of 40 hours in a workweek. Only time actually worked is counted toward the 40 hours per week required for overtime pay. Pay for working more than 8 hours in a day will be at the employee's regular hourly rate until at least 40 hours of time worked have accumulated in that week.

#### **Not Included in Overtime Pay Calculation:**

The following hours are not considered in determining qualifying overtime hours: vacation, sick, holiday, military leave, bereavement leave, jury duty, early dismissal, snow days, and University closings. In accordance with the FLSA, professional staff employees are exempt from the overtime pay provisions of the FLSA. For all other non-exempt (hourly) classified employees, the university pays overtime to the employee in the payroll period it is earned. Professional staff are not eligible for programs such as "Comp Time."

#### **General Guidelines for Overtime:**

Non-exempt employees should not work over 40 hours in a week unless specifically assigned or approved by a supervisor in advance. Though an employee will be paid for any hours worked, including unauthorized overtime, he/she may be subject to discipline for performing unauthorized work.

Employees can be required by their supervisor to work overtime based on business needs. Supervisors will provide as much advanced notice as possible under the circumstances and will assign overtime work as fairly and consistently as possible given the nature of the work to be performed. Refusal to work scheduled overtime may result in discipline, up to and including termination.

Employees cannot waive their right to overtime compensation for hours worked over 40 in a workweek.

Supervisors cannot instruct employees to not record hours worked.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**