

Overtime for FLSA Overtime Exempt Employees (Effective March 1, 2008)



Under extreme situations, where the best interest of the University is served, employees who are classified as overtime exempt, i.e. salaried staff not entitled to overtime payments, may be paid an overtime premium for hours worked beyond their regular schedule provided the following conditions are all met:

1. The Director of the Department has determined that a temporary situation exists where it is in the best interest of the University to pay an exempt employee overtime, rather than establish a permanent additional shift position
2. The Vice President or Provost overseeing the division agrees in writing to a Director's request which specifies the duration, reasons and cost justification
3. The permission is only granted for a six month period, subject to one additional renewal
4. Any overtime assignment in excess of two six month periods during any 24 month period requires the approval of the Assistant Vice President for Human Resources and the President of the University
5. Application for permission for exempt overtime must be in writing from the position supervisor, and approved by the Department Director and the appropriate Vice President/Provost and forwarded to Payroll. Payroll will not approve overtime for any exempt employee unless such permission is on file before the end of the first pay period following the effective date of this policy

Nothing in the foregoing policy shall be interpreted as changing the overtime exempt status of a staff member receiving an overtime premium pursuant to this policy.