

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
<b>WCJC Title: Overtime Authorization for Support Staff</b>	<b>Section D: Personnel</b>	<b>Page(s): 2</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
<b>Policy Title: Compensations and Benefits</b>	<b>Policy: DEA (Legal), DEA (Local)</b>	
<b>Subtitle: Salaries and Wages</b>	<b>Date Adopted: 8-01-20</b>	

**Purpose**

This administrative procedure provides the process for authorizing overtime pay and compensatory time for nonexempt support staff.

**Policy**

- A. Overtime shall be held to an absolute minimum and utilized only when necessary. The immediate supervisor and Cabinet-level officer must authorize overtime and, whenever possible, prior to the time it is worked. The written authorization must be forwarded to the payroll department if pay for the extra time worked is requested.
- B. The payment of approved overtime and the accrual of compensatory time are calculated at the rate of one-and-one-half for those hours in excess of forty hours actually worked in the work week beginning at 12:01 a.m. Sunday morning. If an employee is called to work once he/she has left the work site and the time worked is less than one hour, he/she shall be compensated for at least one-and-one-half hours.
- C. With supervisor's approval, compensatory time may be taken in lieu of payment of overtime. Employees shall be allowed to accumulate a maximum of 30 hours of compensation leave during a fiscal year (September 1-August 31). Leave not taken must be paid by August 31 of each year.
- D. An employee may accrue a maximum of eight hours of overtime to the next fiscal year.
- E. Office hours should be held to the standard 8:00 a.m. to 5:00 p.m. When necessary, the daily hours may vary, with the supervisor's approval, to accommodate workload or schedule.
- F. When the standard 8:00 a.m. to 5:00 p.m. work schedule is varied, the total hours worked for that week should be 40 hours (e.g., an employee might work three 12-hour days and one 4-hour day and be off the rest of the work week).

## Procedure

### A. Authorization of Overtime or Compensatory Time

Compensatory time, in lieu of paid overtime, is authorized by an administrative supervisor when appropriate. When the supervisor determines that paid overtime is necessary, written approval for payment is indicated by the supervisor and Cabinet-level supervisor on the time sheet submitted to payroll.

### B. Documentation of Overtime/Compensatory Time

Log sheets (see attached) of compensatory time and overtime earned and taken must be maintained in the department and regularly approved by the administrative-level supervisor. Every quarter, these log sheets are forwarded to the payroll department for review and filing to assure compliance with the Fair Labor Standards Act.

### C. Holiday Overtime

Support staff required by the supervising administrator to work during a holiday have the option of receiving additional pay at the rate of 1.5 for the time worked or compensatory time at the rate of 1.5.

### D. Authorization of Equated Time

Equated time is authorized by the supervisor when appropriate. The approval is maintained by the supervisor. Each supervisor should notify his/her Cabinet-level supervisor of any such arrangements for equated time.

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