TITLE: Overtime

NUMBER: 06-09

AUTHORITY:
Florida Statute: 1001.64, 1001.65
Florida Administrative Code: 6A-14.0261
Fair Labor Standards

SEE ALSO:
- Administrative Procedure 06-09AP: Overtime
- Board Policy 06-10 and Administrative Procedure 06-10AP: Compensatory Time

DATE ADOPTED: 12/1/97, Revised 5/15/00, 1/22/01, 11/22/10

A. Classified Staff Employees

During peak workload periods, unexpected events, and in areas where temporary employment is not feasible, overtime work for non-exempt employees may be required. The immediate supervisor shall complete an overtime request form and have it approved by the President or appropriate Vice President in advance of working overtime hour(s).

B. Contract/Grant Employees

A non-exempt contract/grant employee who works overtime shall receive either compensatory time or payment for the overtime worked. The decision to grant compensatory time or payment lies with the contract/grant project director.

All other overtime policies for non-exempt classified staff employees apply to non-exempt contract/grant employees.
C. Overtime

Overtime is defined as hours worked by a non-exempt employee in excess of forty (40) hours per work week. Hours worked on holidays are not considered to be overtime unless the total number of hours worked in that work week exceeds forty (40) hours.

D. Hours Worked

Hours worked is defined as the time for which an employee is entitled to be compensated. Employees must be compensated for time they are required to be on duty and for time they are allowed to work. It is the duty of supervisors to maintain controls so that only authorized work hours are permitted. For the purpose of determining hours worked, time for which an employee is paid but does not work, such as vacation, holidays, and sick leave, is not counted.

E. Compensation

Compensation for overtime shall be in accordance with Fair Labor Standards.

All hours worked must be shown on the employee's time sheet and reported on the on-line time/attendance system for payroll.

At no time shall an employee be allowed to have more than eighty (80) hours of compensatory time accumulated. Accumulated compensatory leave must be used first in lieu of annual, sick, sick leave pool, or personal leave.

Non-exempt employees who work overtime should first have their leave adjusted for that work week or be allowed to use compensatory time within the month earned or the following month. If the supervisor cannot allow the employee to take the time off by the end of the second month, then a written justification must be provided for Cabinet discussion at which time a date for use of such leave must be determined, not to exceed six (6) months from the date the compensatory time was earned. The employee is still limited to only accumulating a maximum of eighty (80) total compensatory hours unless there is an exception approved in writing by the President or designee.

The requirement for overtime compensation does not apply in instances where non-exempt employees are given permission to work for the College in a capacity other than their primary position where keeping a timesheet for attendance purposes is not required.