

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

OVERTIME
Policy No. 3-06
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Effective February 1, 2012

- (A) Staff employees who are defined as non-exempt in current wage-hour regulations as they apply to the college are eligible for overtime compensation.
- (B) Overtime is defined as time worked in excess of forty (40) hours in any week beginning at 12:01 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday. Accrued vacation, sick, personal business leave, court service and holidays will be credited to the forty (40) hours for the purpose of overtime.
- (C) The rate of overtime compensation will be one and one-half times the employee's regular rate of pay, calculated on an hourly basis for every hour worked over forty (40) hours, within the work week.
- (D) Overtime must be approved in advance by the appropriate supervisor. Supervisors should maintain a regular work and lunch break schedule for all employees. Generally, an employee should not be allowed to work through his/her lunch period, come in early or work late unless authorized by the supervisor.
- (E) Employees may be expected to work overtime when requested by their managers, especially during an emergency situation.
- (F) The President will establish procedures to administer this policy.

Last Effective Date: October 15, 1985
Approved by BOT: January 26, 2012
BOT:clh