

CAPITAL PLANNING AND CAMPUS OPERATIONS DIVISIONAL OVERTIME POLICY

PURPOSE

The purpose of this divisional overtime policy is to ensure overtime is approved, reported and used consistently within the Capital Planning and Campus Operations (CPCO) division.

This policy is subject and subordinate to [NAU Human Resources Policy 2.03](#).

DEFINITIONS

Callback-Overtime that occurs when an employee is called back to work after leaving the workplace.

Department Head-for the purposes of this policy means the employee from a CPCO unit that reports directly to the Vice President for CPCO.

On-Call – Overtime that occurs when an employee is required to remain available and be able to return to work in a reasonable amount of time as determined by the Department Head.

Overtime-occurs when an employee is required to work beyond the normal workweek or the employee's normal schedule. Overtime includes Callback, On-Call and Standby Duty.

Overtime Hours- those hours that a non-exempt employee physically works in excess of 40 hours in a workweek. Vacation leave, sick leave, paid holidays, and other absences, paid or otherwise, do not count toward the 40 hour workweek for determining Overtime Hours.

Standby Duty-Overtime that occurs when an employee is required to remain close to or at their work site, ready for duty. Such availability may be necessary during machinery breakdowns, during other temporary work shutdowns, or in emergency situations.

Supervisor - means an individual in the line of reporting authority up to the Department Head.

POLICY

1. Overtime Eligibility

- a. Non-exempt-Non-exempt employees must receive compensation or compensatory time off for hours physically worked beyond 40 hours per week. All hours must be recorded; a non-exempt employee cannot waive overtime requirements.
- b. Exempt-Exempt employees are not eligible for compensation or compensatory time off for extra hours worked.

2. Responsibilities

- a. Department Head- it is the responsibility of the Department Head to understand NAU HR Policy 2.03 - Overtime/Fair Labor Standards Act, and this divisional policy. The Department Head shall ensure Overtime is necessary and appropriate, opportunities are distributed as evenly as possible among employees, and compensatory time is taken in a manner that does not negatively impact business operations. The Department Head shall provide approval as required under this policy.
- b. Employee- it is the responsibility of the employee to understand NAU HR Policy 2.03 - Overtime/Fair Labor Standards Act, and this policy. The employee shall request approval, unless impracticable, prior to working extra hours, request approval prior to using compensatory time, and report Overtime as required.
- c. Supervisor- it is the responsibility of the Supervisor to understand NAU HR Policy 2.03 - Overtime/Fair Labor Standards Act, and this policy. The Supervisor shall provide prior approval for Overtime, unless impracticable, and ensure extra hours worked are appropriate. In the event prior approval is impracticable, the Supervisor shall review and approve as soon as is reasonably possible.

3. Compensation Rate for Non-Exempt Employees

- a. Callback
 - i. Employees receive one and one-half times their regular rate of pay or one and one-half hours for each extra hour worked as compensatory time off, as determined in accordance with Section 4 of this policy, for each hour worked, regardless of the total number of hours physically worked in that workweek. The number of hours for Callback pay shall not be fewer than two.
 - ii. Callback compensation begins when the employee arrives at the worksite to work on the Callback emergency. If another Callback issue occurs during the initial callback time (2 hours from the time the employee arrives at the worksite or until the work is completed, whichever is longer), the employee

is only paid for either for the original callback time - 2 hours or until the work is completed, whichever is longer.

- iii. If the Callback emergency lasts through the employee's regularly scheduled shift, Callback compensation will end and regular compensation will resume at the start of the employee's regular shift, even if the employee is still working on a Callback task. Employees may be asked to alter their schedule for the workweek in order to stay within 40 hours. In no event will Callback compensation be less than one and one-half the employee's regular pay.
- iv. If the employee is unable to attend work the subsequent day due to excessive time worked the preceding day, the employee's Supervisor may request that the employee's schedule be altered for the workweek, or the Supervisor may alter the work schedule in order to provide a safe working environment. If the Supervisor cannot accommodate the employee's request for an altered work schedule, and there is not a safety concern associated with the employee continuing to work, the employee may request to use vacation time or take compensatory time off in order to relieve them of their work duties for that day.

b. On-Call

- i. Employees receive 2 hours regular pay for each 24-hour period while On-Call, as long as they are not called back to work during that time.
- ii. Time spent On-Call by employees is not counted as hours worked even though an employee may be required to wear a pager or carry a cellular phone during the On-Call period. Neither the time on call, nor the 2 hours of pay will count toward the hours physically worked for the purposes of determining the hours worked in a particular week.

In the event an On-Call employee responds to a Callback, the employee will receive Callback pay, but will not receive On-Call pay for that 24-hour period.

- iii. An employee will not receive On-Call compensation if they cannot be reached or fail to respond to a Callback during a 24-hour period.

c. Overtime

Employees receive pay or compensatory time off at a rate that is one and one-half times the employee's pay rate for each Overtime Hour worked.

d. Standby

If standby duty occurs during normally non-compensable times (lunch, before normal work hours or after normal work hours) the employee must be compensated for every hour worked and paid Overtime for hours physically worked that exceed 40 hours in a workweek

4. Compensation Method

Extra hours worked that exceed 40 hours in a workweek by non-exempt employees in the CPCO division, as allowed under NAU Human Resources Policy 2.03, should be compensated as Overtime pay; however, due to budget constraints and individual unit operational needs, the Department Head may approve or require accrual of compensatory time in lieu of paid Overtime when business needs dictate. Each Department Head may establish allowable compensatory time accrual; however, in no event shall an employee's compensatory time accrual exceed 80 hours. Compensatory time that is not used by the end of each quarter, June 30, September 30, December 31, and March 31, shall be paid in full on the pay period following the applicable quarter end.

5. Compensatory Time Use

If compensatory time is accrued, the Department Head will approve its use only when such use will not disrupt departmental operations. Compensatory time should be taken as early as possible after it is earned. When compensatory time is earned, rather than paying Overtime for extra hours worked, the Department Head shall document the circumstances and provide a list of each occurrence to the Vice President for CPCO justifying the decision to allow the accrual of compensatory time over paid overtime hours.

6. Scheduling Extra Hours

- a. Only a Supervisor or Department head can issue a request for employees to work extra hours.
- b. The Supervisor or Department Head may communicate the need to work extra hours to the Employee via text message, email, or phone call. The Employee is expected to report for duty at the time requested by the Supervisor or Department Head.
- c. Employees scheduled to be On-Call do not need a Supervisor or Department head request for each Callback, however a work order or notification from the answering service is required.

7. Time Reporting

- a. The employee is responsible for accurately entering records in both the Peoplesoft Time and Labor system, as well as departmental systems such as TMA.
- b. The employee is responsible to record Callback events in TMA or other departmental system as appropriate, indicating what time they arrived for the Callback event, and what time they finished the Callback work. The Supervisor shall review and approve for accuracy.

8. Exempt Employees

Exempt employees may be allowed a flex schedule to offset the expectations and requirements of working extra hours if the flex schedule has been approved by the Department Head. Flex time hours are neither one-for-one nor tracked. Flex time is discretionary, a Department Head shall discuss with the Vice President for CPCO how flex time will be allowed in their unit. Examples of cases where flex time may be appropriate include an employee who worked an excessive number of hours during peak work periods or to complete a project.

9. Exceptions

Department Heads may request exceptions to this policy by submitting a written, detailed justification for the exception to the Vice President for CPCO prior to granting the exception. If the request requires an exception to an applicable NAU Human Resources policy, the Vice President for CPCO will request such exception from the Chief Human Resources Officer.