

## Overtime and Flextime Policies

### **Policy/Procedure**

An employee whose position is designated nonexempt under the Fair Labor Standards Act (FLSA) guidelines will be compensated at the rate of one-and-one-half times his or her normal hourly rate for any hours worked over 40 in a workweek (12:00 a.m. Sunday through 11:59 p.m. Saturday). Prior approval by an employee's supervisor must be given for any hours worked in excess of the authorized normal workweek. The FLSA does not permit the accumulation of compensatory time. Accordingly, private employers, such as the college, do not offer comp time.

**An employee should not work additional hours that exceed the normal work schedule without advance permission from the immediate supervisor. Doing so could subject the employee and supervisor to disciplinary action. When considering the need for additional hours worked beyond an employee's normal schedule, supervisors should be mindful of budgetary constraints and identify other alternatives where possible.**

If a nonexempt employee, who is normally scheduled to work fewer than 40 hours a week, is required by the college to work additional hours, he or she will be compensated at the normal hourly rate of pay up to 40 hours of work during a given workweek. After working 40 hours in a given week, compensation will be one-and-one-half times the normal hourly rate. Paid vacation and holidays count toward the minimum 40 hours before time-and-a-half overtime pay, while paid sick leave does not. Exempt employees are not eligible for overtime pay.

Overtime payment may be offset by having a non-exempt employee take time off ("flextime") in the same pay cycle that the overtime is worked. Please note: Time must be granted in the same manner overtime would be paid, that is, straight time for hours 35-40 and time and a half for hours over 40. Employees must be paid for all time worked, which includes time working off the clock (unscheduled hours).

Flex time must be taken within the same pay period, otherwise the employee must be paid for the hours over 40 that he or she worked in a given week at the time-and-a-half rate. The idea of time off for overtime worked spread over a longer period than the actual pay period, such as within a six-month window after the overtime was worked, is not available to Dickinson College. Only public employers can accrue overtime outside of the actual pay period worked. Because Dickinson is a private employer this option is not available.

<b>Related Information</b>
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<b>History/Revision Information</b>
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