

## 400.7 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer, or may be assigned, for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all **non-exempt state classified employees** in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will be considered hours worked for purposes of performing overtime calculations for after hour response purposes.

1. Employees who are not exempt will be compensated at the rate one and one half times their hourly rate or one and one half times compensatory time off for any work over 40 hours during the defined work week. The supervisor will determine which is appropriate.
2. Defined workweek begins at 12:01 a.m. each Saturday and ends at 12:00 midnight on Friday.
3. Compensatory time must be taken within 60 days after the end of the payroll period in which the overtime hours were worked.
4. Classified employees may accumulate up to 60 hours of compensatory time. Any overtime in excess of this will become paid time. Compensatory time not taken/used within 60 days after the end of the payroll period, becomes paid time.
5. Employees are required to schedule compensatory time off with their supervisor. Supervisors will attempt to accommodate the request; however, university needs and section workloads may prevent the employee from taking the time exactly as desired.
6. Employees that receive pay for "on-call" status will receive the current pay rate for that status until required to return to work. When required to return to work, the employee will receive overtime pay. However, employees will not receive overtime pay and on-call pay for the same hours worked.
7. When called back to work for overtime, employees will receive overtime pay for a minimum of two hours over or regular time.
8. Overtime will require your supervisor's approval unless Facilities Dispatch calls you to respond to an emergency situation. If called by Colorado State University Police Department (CSUPD), please check with the Facilities Dispatch or your supervisor prior to performing the request.
9. Employees required to remain at work to complete a work assignment will not be paid overtime for that period; however, the time will count toward the 40 hours within the defined workweek.

10. The Finance and Personnel Section, Facilities Management, will insure charges are made to the right department. Employees are required to record hours worked and work order number.
11. Employees will not normally be allowed to shuffle hours during their workweek to qualify for compensatory time off at the end of the workweek. Normal work hours are to be established within the guidelines of the Department Flexschedule policy.
12. Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action.