

Overtime Pay Policy

As of December 1, 2016, United States Department of Labor regulations state that the minimum salary for exempt non-faculty employees will be \$47,476 per year (\$913 per week, or \$3,956.33 per month). Non-faculty employees receiving an annual salary of less than \$47,476 per year will thus be eligible to receive overtime pay. This minimum does not apply to teachers, lawyers, doctors, or veterinarians. Due to budget constraints, situations which require overtime pay should be avoided. The following strategies should be used in order to mitigate situations which require overtime pay:

1. If it is possible to determine in advance that a situation will require that an employee work more than 40 hours in a given week, the supervisor should offer comp time to be used at a later date as an alternative to overtime pay. Comp time will be accrued at a rate of 1.5 hours of time per each hour worked over 40 in a given week.
2. If a situation requires that an employee work non-standard hours (i.e. before 8 a.m. or after 5 p.m.), the supervisor and the employee may temporarily shift the employee's expected work hours to accommodate. For example, an employee who must work a late-night event might work from 2:00 p.m. to 10:00 p.m. on a given day.
3. If an employee's tasks are such that completing their required work will result in overtime pay, the supervisor should shift any appropriate tasks to a student worker in order to reduce the employee's workload to avoid overtime pay.