



## Policy # 53029

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### OVERTIME POLICY

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**Effective Date:** July 1, 2009

**Reviewed Date:** March 25, 2021

**Responsible Office:** Human Resources

**Division:** Operation

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#### I. PURPOSE/OBJECTIVE

To ensure university employees are compensated in accordance with University policy as well as the minimum wage and overtime requirements of the Fair Labor Standards Act (FLSA), Civil Service Rules, and other state and federal laws. Also, to ensure adequate oversight is provided by management for overtime worked to reduce excessive and unnecessary hours.

#### II. STATEMENT OF POLICIES

The standard workweek for Grambling State University employees is 40 hours. Overtime begins once an employee exceeds 40 hours worked during a given workweek. However, only hours actually worked count toward the base 40-hour workweek for overtime computation. Overtime compensation may be paid or compensatory time may be awarded for hours worked over 40 hours in a work week.

Staffing should be planned so that duties and responsibilities are performed during normal working hours and require minimal overtime. However, employees may be required by their supervisor to work overtime. Employees must not be permitted to perform overtime without proper written approval which should be submitted with their timesheet. The supervisor should attempt to provide the employee with reasonable notice when the need for overtime work arises. However, in cases of an emergency, as determined by the Division Vice President, advanced notice may not always be possible.

Favoritism should not be shown when assigning overtime hours based on factors other than job performance and availability to work. Overtime pay should not be used as a means to provide supplemental pay to an employee.

Exempt employees as referenced in the FLSA earn overtime compensatory time on an hour-for-hour basis. Non-exempt employees covered by FLSA earn paid overtime at a time and one-half rate (i.e., regular hourly rate x 1.5 x the number of overtime hours).

The Office of Human Resources has the responsibility of determining the exempt or non-exempt status of all positions in accordance with the FLSA. All employees shall be compensated for overtime in accordance with the FLSA and in accordance with Civil Service rules.