



# Saint Louis University

## OVERTIME POLICY

**Procedure Number:**

**Version Number:** 3

**Classification:**

**Effective Date:** 08/09/12

**Responsible University Office:** Vice President Human Resources

### 1.0 INTRODUCTION

Projects and priorities may occasionally require extra work beyond the normally scheduled work hours. The supervisor determines when overtime is necessary and must authorize any overtime work in advance.

### 2.0 PURPOSE

The intent is to communicate legal standards applicable to overtime work and pay under the Fair Labor and Standards Act.

### 3.0 PERSONNEL AFFECTED

This policy applies only to hourly-paid employees with the exception of employees in a collective bargaining unit or employees of the Madrid campus. Monthly-paid (salaried) staff are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). They are paid on a salaried basis and do not receive additional pay for hours worked beyond 40 in a week.

### 4.0 DEFINITIONS

Not applicable

### 5.0 POLICY

Hourly-paid staff receive 1-1/2 times their regular rate of pay for all hours worked over 40 in a work week (Sunday 12:00am through Saturday 11:59pm). Hours paid, but not worked (e.g., holiday, sick, and vacation), are not considered hours worked for the purpose of computing overtime (except as provided by a collective bargaining agreement).

Hourly-paid staff may be required to work extra hours on a given workday. If this occurs, the supervisor may permit or require the employee to take an equal number of hours off within the same work week. Time off in lieu of overtime pay must be taken within the same work week and must have prior approval of the supervisor. SLU does not permit the accrual of compensatory time in lieu of payment for overtime. The University may modify work schedules. The Fair

Labor Standards Act requires that overtime hours worked in a week be paid at the overtime rate and not carried forward to future weeks as compensatory time.

## **6.0 RESPONSIBILITIES**

Managers are responsible for accurate time reporting for non-exempt employees.

## **7.0 PROCEDURES**

Not applicable

## **8.0 REFERENCES**

Jury Duty Policy  
Voting Policy  
Bereavement Policy  
Holiday Policy  
Time Reporting Policy