

Board of Trustees of the Nebraska State Colleges

Personnel

POLICY
NAME: Overtime

POLICY
NUMBER: 5032

A. PURPOSE

To establish guidelines for compensatory time as payment for overtime hours.

B. DEFINITIONS

None

C. POLICY

1. Fair Labor Standards

Under provisions of the Fair Labor Standards Act, employees not exempted from payment of overtime wages must be compensated for overtime hours worked.

2. Compensatory Time

Compensatory time off shall be provided for overtime hours, in lieu of payment, as follows:

- Compensatory time on a one for one basis must take place within the work week; e.g., employee works ten (10) hours Wednesday and can be compensated by working six (6) hours on Thursday to avoid exceeding the forty (40) hours limit in one work week.
- Supervisors may direct employees to schedule work hours so as to avoid exceeding the forty (40) hour per week limitation.
- Compensatory time on a one and one-half basis shall be provided for hours worked over the forty (40) hour per week limitation.
- Compensatory time should be scheduled as soon as possible, preferably within the same pay period as earned, to avoid large accumulations.
- Supervisors may direct employees when to schedule and use compensatory time.
- Employees shall be paid for unused compensatory time at the end of employment.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: June 1993

Policy Revised: March 2013, August 2022, October 2022