



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued:  9/90	Revision Date:	Page: 1 of 1
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	Section:  PERSONNEL		
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GENERAL STATEMENT OF POLICY

All employees, except those whose duties require special schedules, such as Public Safety, normally work five consecutive days and then are off two days except for scheduled changes necessitated by emergency occurrences or for other reasons.



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OPERATING PROCEDURE

1. In accordance with the Fair Labor Standards Act of 1938 and its amendments, time and one-half pay at regular classification rate shall be given for all hours worked in excess of forty hours per week for other than exempt employees. Overtime work is not to be performed at the discretion of the employee, but must be scheduled by the supervisor in advance.
2. Non-exempt employees working on a regular shift may be required to report early and be subject to rescheduling of work days when required for special events or to cover for illness of fellow workers. When a supervisor "calls in" an employee whose shift has been completed and who has left the premises, the employee must be guaranteed a minimum of two hours pay or compensatory time off at a later date at one and one-half the regular classification rate.
3. When the use of overtime is unavoidable and the unit does not have a budget allocation for that purpose, a funding source must be identified. To assure the timely processing of overtime payrolls, a memorandum should be attached to the Time Report verifying a transfer has been done from a particular account number and object (e.g., operations) to cover the overtime usage. If a memorandum or budget transfer does not accompany the Time Report, the account custodian will be notified by the Budget Office to make the transfer immediately. Failure to respond will result in notification of the Dean/Director and Vice President of the division.