



# ST BONAVENTURE UNIVERSITY

## Overtime & Double-Time Pay Policy

**Administered By:** Office of Human Resources and Payroll Office

**Approved By:**

10-25-23

**Policy Number:**  
HR-009

**Associated Form:**

**Associated Procedure:**

**Policy Version & Date:**  
V1 10/25/2023

1. **Purpose:** The purpose of this Overtime Policy is to establish guidelines for employees regarding overtime work to ensure fairness, productivity, and compliance with relevant labor laws. This policy outlines the eligibility for overtime, compensation, approval procedures, and other essential aspects related to overtime work.

### 2. Eligibility for Overtime

2.1 Non-Exempt Employees: All non-exempt employees are eligible for overtime compensation in accordance with applicable labor laws and regulations. Non-exempt employees are those who are entitled to receive overtime pay for hours worked beyond the standard workweek.

2.2 Exempt Employees: Exempt employees, as defined by local labor laws, are not eligible for overtime pay. Exempt positions typically include managerial, executive, professional, and certain administrative roles.

### 3. Overtime Compensation

3.1 Overtime Rates: Overtime hours will be compensated at a rate of 1.5 times the regular hourly rate for non-exempt employees. For example, if the regular hourly rate is \$X, the overtime wage will be \$X \* 1.5.

3.2 Weighted Average Calculation: Where an employee has multiple rates of pay, the regular rate is the weighted average of the employee's multiple rates of pay for the week based on the number of hours worked at each rate. The weighted

average is the total regular pay divided by the total hours worked in the week. The overtime rate may

vary from week to week depending on how many hours the employee worked at each rate of pay.

For example, if an employee works 20 hours as a facilities attendant for \$10.00 per hour, and 30 hours as a groundskeeper for \$20.00 per hour, that employee's regular rate is \$16.00 per hour.

\$10 per hour (Facilities Attendant)

X 20 Hours

\$200

\$20 per hour (groundskeeper)

X 30 Hours

\$600

\$800.00 total wages

÷ 50 Hours

\$16.00 Per Hour Regular Rate

The calculated regular rate will be used to calculate the overtime rate.

3.3 Calculation of Overtime: Overtime pay will be calculated based on the hours beyond the standard workweek of 40 hours. Paid time off (PTO), holidays, or other forms of leave will count toward overtime hours.

3.4 Mandatory Overtime: In certain circumstances, SBU may require employees to work overtime to meet business demands. Employees will be notified in advance whenever possible unless unforeseen circumstances necessitate immediate action.

**4. Double-Time for Special Events:** Under certain circumstances for special events, the Director of Facilities Operations and the Associate Dean for Campus Safety may authorize double-time pay for a non-exempt employee who is required to accommodate the special event needs of the university. Double-time hours will be compensated at a rate of 2 times the regular hourly wage for non-exempt employees. For example, if the regular hourly wage is \$X, the double-time wage will

be \$X \* 2. Any double-time hours will not be used in the calculation of normal overtime hours.

## **5. Overtime Approval**

5.1 Employees must obtain prior approval from their immediate supervisor or department head before working overtime.

5.2 Managers or supervisors granting overtime must ensure that the additional work aligns with the company's operational needs and budget constraints.

5.3 Failure to obtain approval for unauthorized overtime may result in disciplinary action.

**6. Recording Overtime Hours:** Accurate Record Keeping: Employees are responsible for accurately recording their time worked, including overtime hours, through the designated timekeeping system.

## **7. Overtime Limits**

7.1 To prevent burnout and ensure the well-being of our employees, SBU establishes a weekly overtime limit. Unless explicitly authorized by management due to special circumstances or for mandatory overtime (see 3.3), employees should not exceed 10 hours of overtime per week.

7.2 The company encourages employees to prioritize a healthy work-life balance and will monitor overtime hours to ensure compliance with this policy.

## **8. Compensation and Overtime Payment**

8.1 Overtime compensation will be included in the employee's regular paycheck for the pay period in which the overtime hours were worked.

8.2 Payroll will process overtime payments in a timely manner, consistent with applicable laws and regulations.

## **9. Policy Violations**

Employees found to violate this overtime policy may be subject to disciplinary action, up to and including termination, depending on the severity and frequency of the violations.

