

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Overtime, Compensatory Time, and Extra Compensation

**EFFECTIVE DATE:** July 1, 2000

**Definitions:**

1. Overtime hours are all authorized hours in excess of thirty-seven and one-half (37.5) hours worked during one 7 day workweek.
2. The workweek begins 12:01 a.m. each Monday morning, and ends at 12:00 midnight the following Sunday night.
3. Overtime hours are applicable to classified (i.e., clerical and support staff) employees who are paid on a semi-monthly basis.

**Conditions:**

1. Overtime must be kept to an absolute minimum. It is the responsibility of supervisors to maintain a strict vigilance as to the need for overtime hours.
2. Compensatory time off will be taken in lieu of overtime pay. The President must approve any exceptions.

**Overtime Pay:**

1. The regular hourly rate of pay is figured by dividing the annual base rate of pay by the amount of base hours an individual is paid for during the fiscal year.
2. When it appears that overtime pay may be necessary, a memo must be completed and approved. The employee's immediate supervisor, Dean, or Vice President,

**Source of Policy:** Transition Team VII  
Human Resources

**Related Policy:** N/A

**Approved:** \_\_\_\_\_  
**President**

**Responsible Vice President for Business,**  
**Administrator:** Finance & Info Systems

**TBR Policy Reference:** 5:01:00:00

**TBR Guideline Reference:** P-020

**Date:** July 1, 2000

and the Vice Provost/Campus Executive Officer must approve this request.

3. Payment for the overtime worked will be included on the next check following submission of the memo to the Payroll Office.

### **Compensatory Time:**

1. Compensatory time off will be granted in lieu of hourly wage payments for any hours worked in excess of thirty-seven and one-half (37.5) per week. All hours worked over 37.5 hours, but less than 40.0 hours during the workweek will earn compensatory time on an hour earned for each hour worked basis. All hours worked over 40.0 hours worked during the work week will earn compensatory time on an hour and a half (or 1.5 hours) for each hour worked.
2. Any employee may accrue up to 240 hours in compensatory time. Excess compensatory time worked after this limit must be compensated by cash payment. The College will permit an employee to use compensatory time earned on request by the employee and approval by the employee's supervisor. A requested time period may be delayed if the absence would duly disrupt institutional operations.
3. Cash payment for accrued compensatory time is calculated using the wage rate that the employee is earning at the time of payment, not at the time the compensatory time was earned. Upon termination, however, an employee is to be paid for accrued compensatory time at the employee's final wage rate.

### **Extra Compensation:**

An employee assigned on a temporary basis to perform additional duties (same classification) or to perform additional responsibilities in a higher classified position may be eligible to receive additional pay over and above his/her rate. To be eligible to perform additional responsibilities the employee must be officially (in writing with a copy to Human Resources) assigned to perform the higher level duties and the assignment must last longer than four (4) consecutive weeks. Payment for additional responsibilities will be from the approved official date assigned. When these conditions are met, the classified staff employee is eligible to receive a pay supplement equal to ten percent (10%) of his/her base rate of pay or the entry level salary of the higher classification, whichever is greater, for the remainder of the assignment. The professional staff employee, when conditions are met, will receive seven percent (7%) of his/her base rate of pay for the remainder of the assignment. The appropriate Vice President and the President must approve such assignments and request for compensation. This policy applied only to filling of the responsibilities in a vacant position due to the incumbent's resignation, leave of absence, or extended illness.