

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Non-Faculty Overtime, Compensatory Time, and Extra Compensation

EFFECTIVE DATE: July 1, 2000; Revised May 10, 2023; October 5, 2026

Purpose

The purpose of this policy is to set forth guidelines for providing overtime, compensatory time, and extra compensation in exchange for employees doing non-faculty work at Southwest Tennessee Community College (“Southwest” or “the College”).

Definitions

Overtime- Authorized hours worked by a nonexempt employee in excess of thirty-seven and one half (37.5) hours in a defined seven-day workweek, compensated in accordance with the Fair Labor Standards Act and applicable TBR policy.

Workweek- 12:01 a.m. Monday morning until 12:00 midnight the following Sunday.

Compensatory Time- Paid time off provided to an eligible nonexempt employee in lieu of cash overtime compensation for hours worked in excess of thirty-seven and one half (37.5) hours in a defined seven-day workweek, subject to prior approval and applicable legal and policy requirements.

Additional Assignment- Duties within the College but not within the employee’s existing job description.

Extra Compensation- Earnings over and above the regular pay from the College given for an additional assignment.

Policy

I. Overtime

A classified employee’s regular hourly rate of pay is figured by dividing the annual base rate of pay by the number of base hours an individual is paid during the fiscal year.

Overtime should be limited to operationally necessary circumstances as determined by an employee’s direct supervisor. Supervisors are responsible for managing schedules and staffing to minimize overtime. All overtime must be authorized in advance through the College’s established approval process; however, all hours actually worked must be accurately recorded and compensated as required by law.

Approved overtime compensation will be processed through the Payroll Office in accordance with the College’s payroll schedule and applicable wage-and-hour requirements.

II. Compensatory Time

Subject to applicable law and advance approval, eligible nonexempt employees may receive

compensatory time off in lieu of cash overtime compensation. The College will determine whether overtime is compensated through compensatory time or cash payment, consistent with operational needs and applicable requirements. Any exception must be approved by the President or designee.

For employees whose regular work schedule is thirty-seven and one-half (37.5) hours, hours worked above 37.5 through 40 hours may be compensated on a straight-time basis in accordance with College procedures. Hours worked over forty (40) in the workweek by a nonexempt employee will be compensated at one and one-half (1.5) times the employee's regular rate of pay or credited as compensatory time at one and one-half (1.5) hours for each overtime hour, as permitted by law and College policy.

Eligible employees may accrue compensatory time up to the maximum permitted by applicable law and College policy, not to exceed 240 hours unless a different statutory limit applies. Overtime worked after an employee reaches the applicable maximum must be paid in cash. An employee will be permitted to use accrued compensatory time within a reasonable period after making a request, unless the employee's absence would unduly disrupt College operations.

Cash payment for accrued compensatory time will be calculated at the higher of the employee's regular rate when the compensatory time was earned or the employee's final regular rate, as required by applicable law. Upon separation from employment, all accrued compensatory time will be paid in accordance with applicable law and College procedures.

III. Extra Compensation

Employees who are assigned substantial duties outside the scope of their regular position for more than four (4) consecutive weeks may be considered for temporary extra compensation, subject to advance written approval, available funding, and applicable College and TBR requirements. A stipend will not exceed twenty percent (20%) of the employee's annualized salary unless an exception is approved by the President. Compensation for an interim appointment will be based on the responsibilities assigned, the salary range of the interim position, duties to be performed, and applicable compensation procedures.

A Change of Status form authorizing the stipend must be submitted to the Office of People and Culture before the additional assignment begins, unless an exception is approved. The form must be signed by the appropriate approving authorities and must state the assignment, stipend amount, funding source, and beginning and end dates.

Stipends are temporary and will end when the additional duties cease or on the approved end date, whichever occurs first. Any extension or modification must be approved in writing before the current authorization expires.

IV. Other Employment

The provisions in this policy are related to work assignments and duties at Southwest. For information related to work outside of the College, see the Southwest Conflict of Interest Policy [1:02:03:10/11](#), which addresses conflicts of commitment such as outside employment.

Source of Policy: _____

Responsible

Administrator: VP of People & CultureRelated Policy: 5:01:00:00TBR Reference: P-020Approved: 

President

Date: October 5, 2026