

Section: Overtime, Comp Time, On-call and Call Back Pay

Adoption Date: 8/15/19

Revision Date: 5/08/2024

Sponsoring Unit/Department: Human Resources

Overtime, Comp Time, On-call and Call Back Pay

Overtime

Non-exempt employees are eligible for overtime pay or compensatory time for hours worked greater than 40 in the [standard workweek](#). [Recess Time](#) and paid leave hours are not included in this calculation.

Overtime pay is time and one-half the employee's "regular rate" of pay for hours worked in excess of 40 hours in one workweek.

Calculation of Overtime Payments

Compensation included in the regular rate of pay for the purpose of computing overtime pay include:

- Shift differential
- On-call pay
- Lead, Higher Class assignment, or acting pay
- Bilingual pay
- Call back
- Salary increases, including retroactive increases
 - ◊ Holiday pay
 - ◊ Non-recurring and other non-base building compensation adjustments.

Scheduling Overtime

Supervisors shall authorize overtime in cases of emergency or during an unusually high workload.

Except in case of emergency, all overtime must be approved in writing by the immediate supervisor in advance.

Overtime shall be allocated as equitably as possible among qualified employees within the functional work unit.

Compensatory Time Off

Non-exempt employees are eligible for overtime pay or compensatory time for worked hours greater than 40 in the [standard workweek](#). The calculation to determine whether overtime pay is required includes an employee's scheduled and worked hours and any additional non-scheduled work hours, and holiday pay. [Recess time](#) and paid leave are not included in this calculation.

Employees have the option to receive overtime payment or accrue compensatory time (comp time) off. This election will remain in effect until a new Compensatory Time Election form ([located on the Intranet](#)) is submitted.

The completed election form must be received before the first day of the pay period the change is to become effective.

Accumulation of compensatory time-off is limited to a maximum of 240 hours.

Calculation, Use and Payments

Employees may choose to carry the comp time balance accrued into subsequent pay periods and use it to take time off with pay (after a mutual agreement between the employee and supervisor has been made).

Compensatory time-off may be taken upon request by the employee and with her/his supervisor's approval. The request will not be denied arbitrarily.

On-Call Pay

- On Call pay is pay for when the employee is expected to be available to work on short notice. On Call periods are designated and scheduled in advance by the supervisor.
- On-call pay rate shall be \$1.25 per hour for each hour on-call.
- On-call pay does not apply if the employee is receiving ~~receives~~ regular pay, overtime pay, or compensatory time.
- On-call status is not authorized for any period of time during which an employee is on approved leave (such as annual, sick, or any other leaves, with or without pay) with the exception of pre-approved scheduled appointments.
- The on-call employee must be able to report fit for work within one hour from notification, unless conditions are such that a shorter period is required.
- An employee assigned to on-call status and who fails to respond to a service call will not receive on-call pay for any work missed and may be subject to disciplinary action. A short phone call, email or text response (7 minutes or less) does not constitute actual on-call work and is not compensated. Compensation begins at the 15 minute mark of on-call work.

Call Back Pay

Department of Public Safety sworn personnel that are required to attend judicial court proceedings or to attend mandatory meetings outside of one's regular work schedule will receive call-back pay in accordance with this **provision**, except if immediately preceding or following within 60-minutes of the employee's regular shift. If required to attend a second judicial court proceeding within 60-minutes of the first judicial proceeding, then the employee is not eligible for a second callback pay provision, but is compensated for any additional hours worked beyond the three hours.

Continuous Operations Pay

Some Non-exempt employees may be required to work on days that the College is calendared to be officially closed but that fall outside of the days designated as eligible for Holiday/Recess pay (e.g., the weekend after Thanksgiving). Non-exempt staff who are required to work on these days will receive additional compensation of time and one-half the employee's regular rate of pay for hours worked on such days.