

Ocean County College, Toms River, NJ PERSONNEL
NON-ACADEMIC
Overtime Compensation for Managerial/Technical
Employees, Confidential M/Ts, Confidential Clerical,
and Unclassified Hourly Employees#3332.1

POLICY

1. Managerial/Technical employees, Confidential Managerial/Technical, Confidential Clerical employees, and Unclassified employees are covered by each provision of this policy.
2. Hourly employees covered by this policy are considered non-exempt employees and shall receive overtime compensation, in accordance with the Fair Labor Standards Act. Salaried employees are considered exempt from the provisions of the Fair Labor Standards Act.
3. All overtime shall be authorized in advance by the employee's immediate supervisor and by the Vice President of the area in which the employee works.
4. Although every effort will be made to accomplish required tasks within normal requirements of the position responsibilities, it is recognized that an occasional need may arise to accomplish a task which is not of a recurring nature and not properly assignable to an existing authorized position responsibility.
5. It is also recognized that the very cyclical nature of requirements for duties to be performed during nonregular duty hours by some departments will require overtime performance on the part of the hourly employees of those departments. In such instances, hourly employees may be authorized to perform overtime.
6. Under the Fair Labor Standards Act, a workweek for non-exempt employees is defined as a fixed period of one hundred sixty-eight (168) hours; seven (7) consecutive twenty-four (24) hour periods.
7. Overtime Pay: Payment for overtime shall be at the hourly base rate up to forty (40) hours per week and one and one-half (1 1/2) times the hourly base rate of pay for all hours worked in excess of forty (40) hours per week.
8. Sunday Work: Hourly Employees who are required to work outside their regular work schedule on a Sunday, shall receive two (2) times the hourly base rate of pay. If an hourly employee's regular work schedule includes Sunday, the employee shall be paid two (2) times the hourly base rate of pay if he/she is required to work the second (2nd) day of his/her two (2) consecutive days off.
9. Holiday Pay: Hourly employees who are required to work on a scheduled holiday shall be paid at two and one-half (2 1/2) times his/her hourly base rate of pay
10. Emergency Work Pay: When an emergency occurs at the college, and if hourly employees are required to work beyond their regular scheduled hours, he/she shall receive two (2) times the hourly base rate of pay. When all other college employees are excused (sent home or are not required to report for work initially), and physical plant hourly employees are required to work their regular shift, he/she shall be paid two and one-half (2 1/2) his/her hourly base rate of pay.

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11. Standby Pay: If an hourly employee is placed on standby, the employee shall be paid a minimum of two (2) hours at the hourly base rate of pay.
12. Call-back Pay: Any hourly employee who is called in to work after/before their regular shift, regular days off, vacation/personal days, sick days, holidays, or bereavement days, will be paid a minimum of four hours at one and one-half (1-1/2) times his/her hourly base rate of pay.
13. The maximum rate of pay for hourly employees, under any circumstances is two and one-half (2 1/2) times the hourly base rate of pay. Under no circumstances shall an hourly employee be paid at a higher rate.
14. Compensatory Time, in Lieu of Pay: Compensatory time in lieu of pay, shall be approved in accordance with the Fair Labor Standards Act. Hourly employees who work a thirty-five (35) hour work week may elect to receive compensatory time in lieu of pay for hours worked between thirty-five (35) and forty (40), at one and one half hour (1 1/2) for each hour worked, if the work has been approved in advance and is in accordance with the requirement set forth above. Compensatory time shall not be allowed to accrue forward more than sixty (60) days from the time it is earned.

ADOPTED: May 23, 1983

Revised: December 10, 1984

Revised: February 24, 1992

Revised: December, 11, 1995

Revised: April 22, 1996

Revised: June 28, 1999

PROCEDURE

- A. Any administrator may request authorization through appropriate channels for overtime for hourly employees within his/her area of responsibility by submitting the following minimum justification information:
1. Specific work to be accomplished and required hours.
 2. Rationale for work to be accomplished.
 3. Why work cannot be accomplished without overtime.
- B. Approval and payment shall be administered as follows:
1. Payment will be at the rate of straight time up to 40 hours and 1-1/2 times over 40 hours.
 2. Overtime shall be paid biweekly.
 3. All overtime must be approved before it is worked.
 4. Emergency request for overtime may be made by telephone to the appropriate area Vice President to be followed up with appropriate documentation.
 5. Payment shall not be made until the supervisor has certified to the area Vice President on a timesheet that payment is appropriate.

ADOPTED: May 23, 1983
Revised: December 11, 1984
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Revised: June 28, 1999
Revised: April 25, 2000