

POLICY

When certified as essential by the responsible Vice President-level official, overload or overtime work by regular eligible employees of the College may be processed and compensated for.

ADOPTED: March 26, 1979
Revised: April 22, 1996

PROCEDURE

Purpose: To provide a procedure of management control over the use of eligible College employees in an overload/overtime status.

Regular employees of the College may be utilized and compensated for overload/overtime work without referral to the Board of Trustees for approval when all of the following conditions are met:

- a. Such overload/overtime work has been authorized by the responsible Vice President-level official;
- b. The compensation rate and total has been budgetarily cleared by the Vice President of Business & Financial Affairs;
- c. The overload/overtime work is an extension of employee's regular duties;
- d. The compensation rate for the overload/overtime work is in accordance with the terms and conditions of a current negotiated agreement/College policy and procedure.

Documentation and Payment:

- a. Complete documentation records pertaining to the authorization of overload/overtime and the hours worked shall be maintained in the office of the responsible Vice President-level supervisor.
- b. Compensation for Overtime:

A properly prepared Form BF-10, Time Sheet, annotated "OVERTIME", shall be submitted by the affected employee for hours worked on specific dates in a given pay period; the Time Sheet shall be certified by the responsible supervisor and submitted to the Accounting Office for payment.
- c. Compensation for Overload:

Academic staff authorized to receive overload compensation shall be submitted to the Accounting Office for payment in memorandum listing form, once a semester by the office of the Vice President of Academic Affairs.

Adopted: March 26, 1979

Revised: April 30, 1996

Revised: April 25, 2000

Revised: November 21, 2000

Revised: April 30, 2002