

HIGHLAND COMMUNITY COLLEGE
CLASSIFIED PERSONNEL POLICY

SUBJECT: Overtime

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BOARD OF TRUSTEE APPROVAL: 8/14/91

EFFECTIVE DATE: 8/14/91

Occasionally, it may be necessary for an employee to work hours outside his/her normal schedule. When this happens, the employee will be given time off from their regularly scheduled hours as compensatory time off. If the hours worked are in excess of forty hours in any week, the time off will be 1 ½ times the extra hours worked. Supervisors are expected to avoid this occurrence by arranging for the employee to take the time off in advance if possible. (For example, if an employee will need to work this coming Saturday, he or she might be given the prior Thursday off.)

The College does not budget for payment of overtime and thus overtime pay will rarely be authorized. All hours for overtime must be approved in advance, in writing by the supervisor and the Vice President. Compensatory time off must be authorized in advance by only the supervisor.

Compensatory time should not be carried over from one pay period to the next unless it occurs the last day or two of a pay period and there is no opportunity to take the time off.