



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DEA-1 Overtime and Adjusted Work Schedules for Full-Time Non-Exempt Employees**

**APPROVED:** June 10, 1985      **REVISED:** February 21, 2012  
**Year of last review:** 2021  
**AUTHORIZING BOARD POLICY:** DEA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

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**OBJECTIVE:** To outline guidelines for full-time non-exempt staff working in excess of the standard forty (40) hour work week, and the compensation for such work.

**PROCEDURE:**

- I. The schedule of work activities should be so organized that non-exempt staff are not required to work in excess of forty (40) hours per week, except when operating necessities demand it and as approved in advance by the immediate supervisor and budget head. A decision between the employee and the supervisor as to the method of compensation will be made prior to the performance of work.
- II. Full-time non-exempt staff shall be compensated for hours worked in excess of forty (40) compensated hours in any work week as follows:
  - A. Regular Overtime - by receiving payment, at the regular hourly rate of pay for time in excess of 40 compensated hours.
  - B. Premium Overtime - by receiving payments, at the rate of one and one-half (1 1/2) times the regular hourly rate of pay for time worked in excess of 40 hours worked.
  - C. Compensatory Time - by receiving time off from work at a later date as determined jointly between the employee and the supervisor. Compensatory time maybe accrued at the rate of regular overtime (one hour of compensatory time for each hour worked), or premium overtime (one and one-half hours of compensatory time for each hour worked) and will be documented on the Monthly Time and Absence Report.
- III. Payment for paid leaves, and holidays is not payment for time worked. In order to be compensated at the premium overtime rate, actual hours worked must be in excess of 40 hours for that employee's work week.
  - A. Full-time employees who are eligible for holiday pay and who are required to work during an institutional holiday will be granted equivalent equal time off (one hour off for each hour worked) or
  - B. May elect to receive compensation at the straight time rate.
- IV. The standard work week is defined as beginning at 12:01 a.m. on Monday and ending at 12:00 midnight on Sunday.
- V. Adjusted Work Schedules
  - A. An adjusted work schedules is defined as a change in an employee's regular work schedule as authorized by the supervisor. An adjusted work schedule is necessary for either of the following:
    1. The employee is required to work more than eight (8) hours a day on a given day and is authorized time off in the same work week not to exceed four (4) hours in lieu of overtime pay.
    2. The employee is absent from work and is authorized to make up the work time within the same work week in lieu of taking leave time and/or being docked in pay.

- B. The use of leave time is the preferred method of accounting for an employee's absence; the supervisor has the responsibility of determining whether leave time or an adjusted work schedule is to be used and the scheduling of the adjusted work schedule.
- C. The absence and the adjusted work schedule are documented on the monthly time and absence report.
- D. The absence and adjusted work schedule making up the time must occur and be accounted for in the same work week.
- E. Work breaks/rest periods may not be used as part of the adjusted work schedule.
- F. Up to a maximum of 30 minutes of the authorized one-hour lunch/meal break may be used as part of an adjusted work schedule.