



## XAVIER UNIVERSITY

### Overtime

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### A. REASON FOR POLICY

Xavier University will adhere to the regulations set forth in the Fair Labor Standards Act (FLSA) pertaining to payment for overtime. Accordingly, all non-exempt (hourly) positions are eligible for overtime pay.

As needs fluctuate, employees may be required to work overtime. All department supervisors shall have the authority to require mandatory overtime from employees. If possible, overtime hours should be avoided, but may become necessary in the interests of Xavier University obligations. The department supervisors are responsible for developing guidelines within their respective department, regarding overtime decisions.

Xavier University must pay an employee in a non-exempt (hourly) position compensation at a rate of one and one-half (1½) times their regular rate of pay for any hours worked in excess of forty (40) hours in a seven (7) day workweek. Xavier University's work starts 12:01 am Monday through 12:00 am the following Monday.

#### B. PROCEDURE

1. The hours worked are totaled for each week. Any hours worked over forty (40) in a week **MUST** be considered overtime hours and paid at time and a half rate. Hours worked up to forty (40) will be paid at the employee's straight time rate.

2. Eligibility for overtime at one and one-half (1 ½) times their regular rate shall be based upon all hours actually worked in the normal workweek. Vacation, sick leave, or other paid leave time shall not be counted in determining whether an employee has actually worked in excess of forty (40) hours.

3. Overtime shall normally be scheduled, documented, and approved in advance by the employee's supervisor. Supervisors must pay all overtime worked. If it is not desired to accrue overtime, supervisors must prohibit employees from working over forty (40) hours.

4. In an emergency, an employee may occasionally be asked to work in a different office within Xavier University. If the total hours worked in any work week are in excess of forty (40), overtime pay will be given and will be charged to the department that requested the additional assistance.

---

**Other applicable policies and/or resources:**

Fair Labor Standards Act  
Hours of Work  
Recording Time Worked