



XAVIER UNIVERSITY

Overtime

Effective: April 30, 2008

Last Updated: December 1, 2019

Last Reviewed: March 29, 2023

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. Vacation and sick leave 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. On occasions when the University is closed, hourly employees who work at the direction of their supervisor will be compensated for time worked at one and one half (1 ½) their regular rate of pay in addition to their regular rate of pay.
5. 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