

University Enterprises, Inc. Policies and Procedures		Policy No. 415
Section:	Human Resources	
Policy:	Overtime for Non-exempt Employees	
Revised Date:	January 1, 2000	

Overtime for Non-exempt Employees

I. PURPOSE

To provide guidelines for the administration of overtime pay in compliance with applicable federal and state wage and hour regulations.

II. SCOPE

This policy applies to all non-exempt employees.

III. POLICY

University Enterprises, Inc. (UEI) complies with overtime provisions of the federal Fair Labor Standards Act and the applicable California State Industrial Welfare Commission Wage Orders.

IV. PROCEDURES

Overtime pay applies to the following situations:

- A. Non-exempt employees will be paid straight time for all hours worked through eight hours in one day or 40 hours in one work week.
- B. Non-exempt employees will be paid time-and-one-half for hours worked
 1. in excess of eight hours in one day or 40 hours in one work week, or
 2. during the first eight hours worked on the seventh consecutive workday in any one work week.

Special note: If employees work less than six hours a day and less than 30 hours in a week, they will not be paid overtime for work on the seventh consecutive day.

- C. Non-exempt employees will be paid double time for hours worked:
 1. in excess of 12 hours in one day, or
 2. in excess of eight hours on a seventh consecutive work day in one work week.
- D. Only actual hours worked are considered when calculating overtime pay. Paid time off for holiday, jury duty, military leave, sick leave and vacation are not considered to be hours worked for overtime pay calculations.
- E. All overtime hours worked by non-exempt employees must be authorized in advance by their supervisor.
- F. Compensatory time off in lieu of overtime payments will not be granted.
- G. Payment of overtime shall not be duplicated for the same hours worked.

V. RELATED POLICIES

Policy No. 205 Exempt/Non-exempt Employee Status and Classification