

NORTHWEST FLORIDA STATE COLLEGE  
**Policy Number 6Hx17-5.141**

TITLE	ADJUSTED WORK SCHEDULE/COMPENSATORY TIME OFF/OVERTIME PAY
REFERENCE	Fair Labor Standards Act
HISTORY	New Policy, May 1989; Revised 04/98

### **Local Language**

Employees covered by the Fair Labor Standards Act are entitled to overtime pay for any hours worked in a work week in excess of forty hours, at a rate equal to 1.5 times their normal hourly rate. In lieu of wages, a public agency may provide time off at the rate of 1.5 hours for each overtime hour worked.

NWFSC twelve-month employees work 37.5 hours per week, during a work week which begins immediately after midnight on Sunday and ends at midnight the following Saturday (i.e., 001 Sunday through 11:59+ Saturday night). Hours worked during that work week over 37.5 but less than 40 are compensable at one hour for each hour worked. Hours worked in excess of 40 during the work week are compensable at the rate of one and one-half hours for each hour worked.

*Compensable work must be approved by the appropriate Dean, Vice President, Provost or the President before such work is performed.*

### **Adjusted Work Schedule**

College practice is to arrange an adjusted work schedule for employees in every case possible, authorizing an employee to work his/her required 37.5 hours within the work week by adjusting hours worked on specific days.

The appropriate supervisor shall work with his/her employees to develop adjusted work schedules, such schedules being reflected on the employee's monthly time reports.

### **Compensatory Time Off**

When an adjusted work schedule is insufficient to accomplish the tasks to be performed, the supervisor and the employee may reach an agreement relative to extended work hours, to be compensated at the rate of one hour off for each hour worked over 37.5 and less than 40, and at the rate of one and one-half hour off for each hour worked in excess of forty during the work week. Such

agreement shall be in writing, on forms provided by the Personnel Office, and approved by the appropriate Dean, Vice President, or President.

Compensatory time off can be accrued to a maximum of 160 overtime hours (240 compensatory hours) and must be used in a "reasonable period" (not more than one year) at the mutual convenience of the supervisor and employee. Compensatory time off will be exhausted before vacation leave is taken and will not be paid for at the time of retirement/termination.

### **Overtime Pay**

Payment of wages for overtime work (i.e., hours worked over 40 in any work week) shall be accomplished in accordance with Board Policy 6hx17-5.14(7): The employee will be authorized paid overtime work when alternate means for accomplishing the tasks cannot be suitably arranged and the tasks cannot be deferred; authorization being requested in advance by the employee's supervisor(s) and approved by the appropriate Dean, Vice President, Provost, and/or President of the College.

Requests for approval of overtime work shall be in writing, on forms approved by the Personnel Office.

Overtime pay shall be included in the pay check next issued following performance of the overtime worked.