KUSM-W Overtime and Comp time Policy

Effective Date: June 15, 2008

On occasion, hourly (non-exempt) employees at KUSM-W may be required to work more than 40 hours in a single work week due to business needs. Department supervisors must approve accumulation of extra hours and are expected to manage work schedules to minimize the accumulation of overtime or comp time hours whenever possible by flexing schedules during the week. Hourly employees who accumulate extra hours without supervisory approval will be subject to corrective action.

In the event that flexing hours is not feasible, KUSM-W hourly employees will have the option of being paid for overtime or accumulating comp time hours. At the beginning of each fiscal year, hourly employees will complete a document provided by Human Resources that identifies their preferred method of compensation for hours worked over 40 in a single workweek. This election will remain in force throughout the fiscal year. Exceptions to maintaining an annual election may be granted by the director of human resources.

Employees who elect to accumulate comp time should plan to schedule time off within the next month if possible. If the employee does not use the accumulated comp time within 180 days of being earned, the time will automatically be paid out based on the employee's current hourly pay rate. Managers should notify employees that they are expected to use their accrued compensatory time before reducing their vacation or sick leave accruals.

Overtime or comp time is only earned by an hourly employee who physically works over 40 hours in a single workweek. Holidays and paid leave do not count as hours worked and do not accumulate towards overtime.

This policy will be reviewed at least annually or whenever business necessity calls for a review.