

VICE CHANCELLOR FOR BUSINESS AND ADMINISTRATIVE AFFAIRS

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MEMORANDUM

August 1, 2016

To: Lela Saballos, Payroll Manager
 From: Steve Cazaubon, Interim Vice Chancellor for Business and Administrative Affairs
 Subject: Overtime Compensation for FLSA Non-Exempt Unclassified Employees *Effective 8/1/16*

In accordance with the College's Policy [BAA-L11, Overtime Compensation for FLSA Non-Exempt Unclassified Employees](#), the options for overtime compensation are administered according to FLSA regulations, as applicable, and based on budget availability.

Effective August 1, 2016, overtime compensation for Non-Exempt Unclassified Employees will be administered as follows:

- (1) **When a Non-Exempt Unclassified Employee has actually worked in excess of 40 hours in a regularly scheduled 7-day work period:**

Actual Hours Worked in Excess of 40 Hours	Form of Compensation
Employee has worked more than 40 hours in a work period. <i>(FLSA Overtime)</i>	Compensatory Leave earned at 1.5 rate

- (2) **When a Non-Exempt Unclassified Employee has NOT actually worked in excess of 40 hours due to paid leave taken or a holiday observed, or non-emergency office closure:**

Did the work occur on a holiday or during a non-emergency office closure?	Form of Compensation
Yes <i>(Straight Overtime for up to 40 hours actually worked; Converts to FLSA Overtime for over 40 hours actually worked)</i>	Cash payment at regular hourly rate up to 40 hours actually worked; Cash payment at time and one-half (1.5) rate for over 40 hours actually worked
No <i>(Straight Overtime)</i>	Compensatory Leave earned at hour-for-hour rate

(continued)

(3) When a Non-Exempt Unclassified Employee is performing work ON emergency duty during official closures due to weather conditions or natural disasters, a security risk to the public safety, or similar occurrences of an extraordinary nature:

Did employee actually work in excess of 40 hours?	Form of Compensation
Yes, employee actually worked more than 40 hours. <i>(FLSA Overtime)</i>	Cash payment at time and one-half (1.5) rate
No, employee actually worked less than 40 hours. <i>(Straight Overtime)</i>	Cash payment at time and one-half (1.5) rate

In accordance with [Policy BAA-L11, Overtime Compensation for FLSA Non-Exempt Unclassified Employees](#), the College reserves the right to amend the above-mentioned forms of overtime compensation according to state and federal law, as applicable, and based on budget availability.

Copies: Carla Major, Assistant Vice Chancellor for Human Resources and Professional Development
Garnette Listi, Assistant Vice Chancellor/Controller