

VICE CHANCELLOR FOR BUSINESS AND ADMINISTRATIVE AFFAIRS

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MEMORANDUM

November 6, 2017

To: Garnette Listi, Assistant Vice Chancellor/Controller
 From: Ralph W. Johnson, Vice Chancellor for Business and Administrative Affairs
 Subject: Overtime Compensation for Employees in the Classified Service *Effective November 6, 2017*

In accordance with the College's [Policy BAA-L10, Overtime Compensation for Employees in the Classified Service](#), the options for overtime compensation are administered according to FLSA regulations and Civil Service Rules, as applicable, and based on budget availability. This memorandum does not apply to Commissioned Police Officers who receive overtime compensation in accordance with [Policy BAA-L09, Overtime Compensation for Commissioned Police Officers in the Classified Service](#).

Effective 11/6/17, overtime compensation for classified employees will be administered as follows:

- (1) **When a classified employee has actually worked in excess of 40 hours in a regularly scheduled 7-day work period:**

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

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

Employee Status	Did the work occur on a holiday or during a non-emergency office closure?	Form of Compensation
Non-Exempt	Yes <i>(State 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
Exempt	Yes <i>(State Overtime)</i>	Compensatory Leave earned at hour-for-hour rate
Non-Exempt	No <i>(State Overtime)</i>	Compensatory Leave earned at hour-for-hour rate
Exempt	No <i>(State Overtime)</i>	Compensatory Leave earned at hour-for-hour rate

(continued)

(3) When a classified 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:

Employee Status	Did employee actually work in excess of 40 hours?	Form of Compensation
Non-Exempt	Yes, employee actually worked more than 40 hours. <i>(FLSA Overtime)</i>	Cash payment at time and one-half (1.5) rate
Exempt	Yes, employee actually worked more than 40 hours. <i>(State Overtime)</i>	Compensatory Leave earned at hour-for-hour rate
Non-Exempt	No, employee actually worked less than 40 hours. <i>(State Overtime)</i>	Cash payment at time and one-half (1.5) rate
Exempt	No, employee actually worked less than 40 hours. <i>(State Overtime)</i>	Compensatory Leave earned at hour-for-hour rate;

(4) Other Provisions for Non-Exempt Classified Employees

Description	Form of Compensation
For emergency work performed by Non-Exempt Classified Facilities staff during weekday evening/night or weekend hours <i>outside of the employee's regular 40-hour work schedule.</i>	Cash payment at time and one-half (1.5) rate
For externally-sponsored events on the College's facilities for which Non-Exempt Classified Facilities staff presence is paid for by an external organization/entity or funded through external funds.	Cash payment at time and one-half (1.5) rate.
For internally-sponsored events on the College's facilities for which Non-Exempt Classified Facilities staff presence is necessary during weekday evening/night or weekend hours <i>outside of the employee's regular 40-hour weekly work schedule.</i>	Cash payment at time and one-half (1.5) rate

In accordance with Policy BAA-L10, *Overtime Compensation for Employees in the Classified Service*, the College reserves the right to amend the above-mentioned forms of overtime compensation according to state and federal law and Civil Service Rules, as applicable, and based on budget availability.

Copies: Carla Major, Assistant Vice Chancellor for Human Resources and Professional Development
Lela Saballos, Payroll Manager