

# **Tickle College of Engineering Overtime Compensation Policy**

**Effective: March 15, 2021**

## **PURPOSE**

To establish a college policy to compensate staff and student employees in non-exempt wage and hour categories who work in excess of 40 hours per week within the department. As permitted, the college has a separate policy which differs from UT policy but is in conjunction with HR0445-Overtime Compensation Policy.

[http://policy.tennessee.edu/hr\\_policy/hr0445/](http://policy.tennessee.edu/hr_policy/hr0445/)

1. Any work by a non-exempt student or staff employee that exceeds 40 hours in a workweek is considered “overtime”. The university’s workweek begins at 12:00 am Monday and concludes at 11:59 pm Sunday. No employee is authorized to work overtime without first receiving either instruction or approval from an appropriate supervisor.
2. The university provides compensatory time at the rate of one and one-half hours of compensatory time for every hour over 40 worked in a workweek. Overtime pay is provided at the rate of one and one-half times an employee’s regular hourly rate of pay for every hour over 40 hours worked in that workweek.
3. Part-time employees, temporary employees and student employees are not eligible for compensatory time and will receive pay for overtime in accordance with Policy HR0445-Overtime Compensation.
4. A maximum of 20 hours of compensatory time may be banked. Employees should use compensatory time within 30 days of incurrence. After the employee has banked the maximum compensatory time, any future overtime hours must be paid.
5. Payment or use of banked compensatory time is required prior to the transfer of any employee to a different account or from a non-exempt position to an exempt position. All hours must be paid at termination. All payments of banked compensatory time will be paid at the regular rate earned by the employee at the time such payment becomes due and is the responsibility of the primary department.
6. An employee wishing to use banked compensatory time must obtain prior supervisor approval. Banked compensatory time must be exhausted before the use of annual or sick leave.