



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-CHK-4 Minor Revision 3 Status: C

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**Title:** Overtime (Non-Exempt Employees)

**Description:** Eligibility for overtime based on working more than 40 hours in a week.

**Category:** Payroll

**Applies to:** Staff, Faculty, Student

**Contact:** [Payroll Services](#)

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**Purpose:** Policy regarding overtime work.

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**Policy Statement:** No overtime work is to be performed, except in the case of an emergency, and then only when approved by the employee's department director in advance. When it is necessary for an employee to work more than eight hours in a workday, the workweek should be rearranged so that it does not exceed 40 hours. If this is not possible, the employee must be given compensatory (comp) time off during a later workweek. When the hours worked in a workweek (excluding paid leave hours and holidays) exceed 40, the employee will be granted compensatory time off at the rate of time and one-half. When the workweek exceeds 40 hours but actual hours of work do not, the employee will receive compensatory time off at the regular rate, not at the rate of time and one-half.

Compensatory time off should be taken within the same pay period unless it places a hardship on a department. If time is worked during the same pay period, the time keeper should notify Payroll of the compensatory time work so they can adjust the employee's compensatory balance. Under no circumstances can compensatory time be accumulated beyond 80 hours. Supervisors and department directors will determine when this compensatory time is to be taken with the least amount of disruption to University operations. Compensatory time off should not be used to allow an employee to be absent from work for extended periods of time.

If a department cannot allow an employee to take compensatory time off as compensation for overtime, the department director must authorize approval prior to the performance of the overtime work in order to receive authorization to pay overtime wages.

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## Glossary of Terms:

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### Legal

**Citation:**

**Campus**

**Links:**

**FAQs:**

**Formerly  
known as:**

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**Approved  
on:** 12/01/2005

**Effective  
date:** 12/01/2005

**Keyword(s):** compensatory, comp, time, overtime, pay, period, workday, off, time and half

**Last review  
date:** 06/10/2011

**Date posted:** Oct 18 2007 10:11AM

**Modified**

**By:**

**Date** Jun 10 2011 9:43AM  
**Modified:**