Overtime Compensation

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Category: Administration

Approved by:
Library Faculty/Admin 8/16/16
Library Management 8/22/16

Library Dean: Todd Chavez 8/23/16

PURPOSE & INTENT
Authorized exempt and non-exempt employees of the USF Tampa Library who exceed 40 work hours in a given work week are eligible for overtime compensation.

STATEMENT OF POLICY
It is the employee’s responsibility to monitor their hours and to inform their supervisor of a possible overtime situation in advance of the overage.

- If an overage is anticipated, the employee and supervisor should, if possible, adjust the remaining work hours for the work week to stay within the 40 hour limit. An option is to have the employee cease work for the remainder of the work week once 40 hours has been reached.
- If the above is not an option, the supervisor must obtain approval from the Dean, prior to the overtime situation.
- If the Dean approves, the employee will receive overtime compensation in the form of accrued leave.
- Exempt Staff employees accrue overtime compensation at the rate of one hour worked over 40 hours to one of overtime compensation. Non-exempt employees accrue overtime compensation at the rate of 1 hour over 40 hours to 1.5 hours of overtime compensation.
- Overtime compensation accrued must be used prior to any other form of leave and may substitute for annual or sick leave.
- Accrued overtime compensation should not be carried beyond the fiscal year. If this situation does occur, or if deemed necessary, the Dean may approve a cash payout of the accrued overtime compensation.

AUTHORITY
Refer to:
- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- USF Regulation USF10.202 – Compensation
- USF Regulation USF 10.203 – Benefits and Hours of Work
- USF Regulation USF 10.104 – Faculty Benefits and Hours of Work
- US Department of Labor/Fair Labor Standards Act