

OVERTIME ELIGIBILITY AND COMPENSATION CHART

Workweek	In excess of 35 but not more than 40 hours per workweek	In excess of 40 hours per workweek	Sample Titles/Categories
35 (covered by FLSA)	35 *Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked.	*Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked.	Secretarial Assistant 3 Secretarial Assistant 2 Clerk Typist title series Education Program Assistant Technical Assistant
40 (covered by FLSA)	40 Not applicable	*Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked.	Facilities Crew Supervisors Security/Campus Police Facilities/trades titles
NE (covered by FLSA)	NE No cash compensation. Compensatory time for work on Saturday, Sunday, or holiday to a maximum of hour for hour.	Hour for hour up to 40 hours worked. Compensatory time at one and one-half times the hours worked for hours worked over 40 hours.	Secretarial Assistant 1 Printing Machine Operator 3 CWA Professional Services Specialist 3 &4
NL (exempt from FLSA, covered by University policy)	NL No cash compensation. Compensatory time for work on Saturday, Sunday, or holiday to a maximum of hour for hour.	No cash compensation. Compensatory time for work on Saturday, Sunday, or holiday to a maximum of hour for hour.	CWA Professional Services Specialist 1&2 AFT positions including: Faculty librarians AFT Professional Staff- Alternate Time Off Agreement

Policy Clarification

- No compensatory time may be earned without prior approval of the supervisor/unit head
- It is the responsibility of unit heads to approve any extra time worked, schedule the time to be used, and maintain records of compensatory time balances for “NL” staff
- All maximum compensatory time allowed to be carried is stipulated by the respective collective bargaining units:
 - CWA Article IX, p.28 "a maximum of sixty (60) hours of compensatory time may be carried by an employee"
 - IFPTE Article XI, p. 27 "a maximum of eighty (80) hours
 - AFT (Local Agreement), The supervisor at his or her discretion, may meet with the professional staff member prior to the accrual of 35 hours of alternate time to schedule the time off
- Compensatory time earned by bargaining unit “NL” staff must be used within one calendar year from the time it is earned
- “NL” staff do not earn compensatory time for extension of the normal work day, only for work performed on Saturday, Sunday or a State holiday
- *Please note: Stockton University's practice is to do compensatory time in lieu of time and a half
- FLSA: Fair Labor and Standards Act