

STOCKTON UNIVERSITY



PROCEDURE

Overtime

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.A.C. 4A:3-5.1 et al.; Bargaining Unit Contract

Effective Date: November 11, 1974; February 3, 1975; May 30, 2009; August 10, 2010; December 29, 2018; July 22, 2022

Index Cross-References: Policy VI-12.1: New Jersey State Compensation Plan

Procedure File Number: 6116

Approved By: Dr. Harvey Kesselman, President

This procedure describes the method of compensation for eligible employees who work beyond their normal work week, as prescribed by N.J.A.C. 4A:3-5.1 et al. and the applicable Bargaining Unit Agreements.

Faculty, unclassified staff, and classified staff covered by a bargaining unit contract with an "NL" workweek designation are not eligible for overtime compensation, however, an "NL" can receive compensatory time for extra hours they work beyond their 35-hour workweek on an hour-for-hour basis with the preapproval of their Divisional Executive. Managers and temporary employees are not eligible for overtime compensation.

Eligible full-time employees in the following groups are eligible for overtime compensation for work performed beyond their regular work hours at the discretion of and with the approval of the employee's Divisional Executive and provided there are sufficient funds in the budget for same.

- Employees who work a fixed 35-hour workweek are eligible to receive either cash compensation at time and one-half (1-1/2) the hourly rate, **or** compensatory time at time and one-half (1-1/2) hours worked in excess of the regular 35 hours per workweek.
- Employees who work a fixed 40-hour workweek are eligible to receive either cash compensation at time and one-half (1-1/2) the hourly rate **or** compensatory time at time and one-half (1-1/2) the hours worked in excess of the regular 40 hours per workweek.
- Employees with a fixed work week shall be entitled to overtime compensation in addition to their regular rate of compensation for all work performed on a legal holiday. Said employees who work on a legal holiday shall earn overtime compensation at the rate of time and one half (1-1/2) for such work.

Compensation for employees with a fixed work week may be taken in compensatory time or cash payment at the discretion of the Divisional Executive.

Overtime shall be scheduled and distributed by seniority on a rotational basis by occupational classifications within each functional work unit without discrimination, provided it does not impair University operations. If a particular skill set is needed to perform the work and not all employees have that skill set, then the overtime will be scheduled and distributed on a rotational basis among those employees who are qualified and capable to perform it within the unit. To the extent practical and reasonably foreseeable, the employee will be given as much advanced notice as possible relative to scheduling overtime work. Each employee is expected to be available for a reasonable amount of overtime, pursuant to the overtime provisions outlined in the governing collective bargaining agreement(s).

An employee who is assigned non-scheduled overtime in excess of fifteen (15) minutes will be guaranteed a minimum of one hour's work and will be assigned overtime in one-half hour increments. An employee who is called in for non-scheduled overtime shall be guaranteed a minimum of two hours of compensation. Classified staff with a designation of NE, non-limited, non-exempt are subject to the provisions of the Fair Labor Standard Act and will receive overtime at time and a half (1-1/2) for hours worked over 40 in a workweek.

Review History:

	Date
Procedure Administrator	02/16/2022
Divisional Executive	03/02/2022
General Counsel	03/28/2022
Cabinet	07/14/2022
President	07/22/2022