

Overtime Agreement of Understanding

Non-exempt employees performing two or more kinds of work at different hourly rates are entitled to overtime compensation for all hours worked beyond 40 hours in a workweek as per provisions of the Fair Labor Standards Act (FLSA).

Overtime Calculation:

1. A standard workweek is Sunday through Saturday.
2. Overtime is figured on "actual hours" worked.
3. Paid leave does not count towards the calculation of overtime.
4. Overtime rate is one and one-half times the hourly rate of pay for actual hours worked over 40 in a standard workweek.
5. Overtime rate will be calculated on the position worked resulting in the overtime.

Example: Sammie Saint works 40 hours in the admissions office per week and instructs an evening class for 3 hours weekly.

Hours worked:	<u>Admissions</u>	<u>Instruction</u>	
	\$10.00, per hour	\$25.00, per hour	
Monday	8 hrs		
Tuesday	8 hrs		
Wednesday	8 hrs	3 hrs	
Thursday	8 hrs		
Friday	8 hrs		
3 hours of overtime accrued in Admissions on Friday. ($\$10.00 \times 1\frac{1}{2} = 15.00$, per hour)			
	Regular Pay	Overtime Pay	Total Pay
Admissions:	37 hrs x \$10.00 = \$370.00	3 hr x 10.00 = \$30.00	\$400.00
Instruction:	3 hrs x \$25.00 = \$75.00	3 hr x 5.00 = \$15.00	\$ 90.00
		Total	\$490.00

To prevent overtime, the primary supervisor may provide a plan to restructure the workweek so the employee does not go over 40 actual hours worked. Secondary supervisors will contact the HR office regarding the overtime rate to be expensed to their FOAPAL.

The employee agrees to keep accurate records of time worked for each department, to submit separate time cards in a timely manner for each department, to have the cards signed by themselves and the respective supervisors, and to submit them to the Human Resources Office.