UT TYLER EMPLOYEE HANDBOOK

OVERTIME POLICY

All non-exempt classified employees required to work in excess of 40 hours in a work week which begins each Monday at 12:01 a.m., shall be compensated for such overtime either:

1. by receiving pay for overtime at the rate equal to one and one-half times the employee’s regular rate of pay inclusive of longevity pay and on-call pay, or
2. by the employee receiving compensatory time at the rate of time and one-half in lieu of being paid.

Compensatory time may not be converted to pay unless the employee leaves employment. Compensatory time off may be requested by the employee for approval by the department head, or the department head may require an employee to use compensatory time based on the workload within the department. Overtime hours are computed on hours worked excluding paid sick leave, vacation, holiday, jury duty, administrative leave, or death leave hours. Overtime is computed in 15-minute increments without rounding. OVERTIME SHOULD ONLY BE WORKED WHEN AUTHORIZED. SHOULD AN EMPLOYEE WORK UNAUTHORIZED OVERTIME, HE/SHE WILL BE PAID, BUT MAY RECEIVE DISCIPLINARY ACTION FOR WORKING UNAUTHORIZED OVERTIME. REFUSAL TO WORK OVERTIME AS DIRECTED MAY RESULT IN DISCIPLINARY ACTION. Employees who are eligible for overtime are required to complete an Official Time Report on a weekly basis. Exempt classified employees are not routinely eligible for overtime entitlement and are not required to complete an Official Time Report. They may, at the discretion of the budget authority, be asked to complete a weekly Time Report. They may, at the discretion of the budget authority and at a mutually convenient time, receive compensatory time for hours worked in excess of forty. Exempt employees are not eligible for time and one-half compensatory time off. If they receive compensatory time it is on a one-for-one basis for any overtime worked.

For more information consult the: Overtime Compensation, 4.15.8.

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