

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: OVERTIME & COMPENSATORY TIME

Policy Statement: Non-exempt employees may be asked or required to work over 40 hours per week.

Procedures: Pre-authorization of overtime should be done in writing by the supervisor. All overtime and compensatory time must be clearly documented on the employee's timesheet and approved by the supervisor. Eligible and approved overtime may be compensated in one of two ways:

1. Overtime may be compensated monetarily and paid at the rate of one and one-half times the employee's hourly pay rate for each additional hour worked above 40 hours in a given week.

2. An employee and supervisor may agree to compensatory time off at the rate of one and one-half hours for each additional hour worked above 40 hours in a given week. Accrual of compensatory time is limited to a total of 80 hours worked or 120 hours of compensatory time. An employee may not be forced to take comp time in lieu of paid overtime. If funding is not available for overtime, the supervisor may assign the additional hours to another employee. All overtime and compensatory time must be documented on an employee's timesheet. The Payroll Office will keep track of comp time as it is accumulated and used.

Contacts: Payroll Coordinator

Approved Date: 8/1/2013

Policy History: [11/18/2013](#)

Keywords: work hours, non-exempt, timesheet, overtime, comp time

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