



## **OVERTIME COMPENSATION FOR NON-UNION NON-EXEMPT EMPLOYEES PROCEDURE**

**Board Bylaw:**  
**Policy Number: 4.3002**  
**Subject Area: Personnel**  
**Adopted: 05/10/2023**  
**Revised: 05/10/2023**

Paid holidays are included when determining hours worked for the work week. Paid, non-working hours, such as sick leave, vacation leave, campus closure, and/or personal leave, etc. will not be included for the purpose of determining hours worked for the week.

Prior approval for overtime must be submitted on an Overtime Request form for supervisor's approval. Overtime hours worked must be submitted on the employee's paper timesheets or Self-Service electronic time entry.

Union employees should refer to overtime language in the current collective bargaining agreement. For sworn campus police, refer to Overtime Compensation for Campus Police Policy and Procedure.