

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Non- Faculty Overtime, Compensatory Time, and Extra Compensation****EFFECTIVE DATE: July 1, 2000; Revised May 10, 2023****Purpose**

The purpose of this policy is to set forth guidelines for providing overtime, compensatory time, and extra compensation in exchange for employees doing non-faculty work at Southwest Tennessee Community College (“Southwest” or “the College”).

Definitions

Overtime- Authorized time worked by classified (clerical and support staff) hourly employees in excess of thirty-seven and one-half (37.5) hours during a 7-day workweek.

Workweek- 12:01 a.m. Monday morning until 12:00 midnight the following Sunday.

Compensatory Time- Form of payment in lieu of hourly wage payments for hours worked in excess of thirty-seven and one-half (37.5) during the workweek by classified (clerical and support staff) hourly employees.

Additional Assignment- Duties within the College but not within the employee’s existing job description.

Extra Compensation- Earnings over and above the regular pay from the College given for an additional assignment.

Policy**I. Overtime**

A classified employee’s regular hourly rate of pay is figured by dividing the annual base rate of pay by the number of base hours an individual is paid during the fiscal year.

Overtime must be kept to an absolute minimum. It is the responsibility of supervisors to maintain a strict vigilance as to the need for overtime hours. When it appears that overtime pay might be necessary, a memo must be completed and submitted to the immediate supervisor, dean, or Senior Staff member for approval.

Payment for overtime worked will be included in an employee’s next check following submission of the

approved memo to the Payroll Office.

II. Compensatory Time

Compensatory time off will be earned in lieu of overtime pay, to the extent possible. The President must approve any exceptions to this provision.

Compensatory time off will be granted in lieu of hourly wage payments for any hours worked in excess of thirty-seven and one-half (37.5) per workweek. Hours worked over 37.5 hours, but less than 40.0 hours, during the workweek will earn compensatory time on an hour earned for each hour worked basis. Hours worked over 40.0 hours worked during the workweek will earn compensatory time on an hour and a half (1.5 hours) for each hour worked.

Qualified employees may accrue up to 240 hours in compensatory time. Excess compensatory time worked after this limit must be compensated by cash payment. The College will permit an employee to use compensatory time earned when a request is submitted by the employee and approved by the supervisor. A request can be delayed by the supervisor if the employee's absence will duly disrupt College operations.

Cash payment for accrued compensatory time is calculated using the wage rate that the employee is earning at the time of payment, not at the time the compensatory time was earned. Upon termination, however, an employee is to be paid for accrued compensatory time at the employee's final wage rate.

III. Extra Compensation

Qualified employees assigned additional duties for more than four (4) consecutive weeks, that in the opinion of the supervising Senior Staff member warrant extra compensation, can receive a stipend not to exceed twenty percent (20%) of their annualized salary. The stipend for interim appointments shall be the greater of the difference between the current salary of the employee who is assuming the position and the minimum salary for the position to be occupied or up to twenty percent (20%) of the employee's current salary.

A Change of Status form regarding the stipend must be submitted to the Human Resources department to initiate the stipend. The form must be signed by the approving supervisor and must provide a beginning and end date.

Stipends shall be temporary and will be removed after the additional duties are completed as noted on the Change of Status form or on the expiration date listed on the Change of Status form.

IV. Other Employment

The provisions in this policy are related to work assignments and duties at Southwest. For information related to work outside of the College, see the Southwest Conflict of Interest Policy [1:02:03:10/11](#), which addresses conflicts of commitment such as outside employment.

Responsible
Source of Policy: _____

Administrator: AVP of HR

Related Policy: 5.01.00.00

TBR Policy Reference: P-020

President

Date: May 10, 2023