



employee will not receive overtime pay or earn compensatory time for working more than eight hours in one day or on Saturday, Sunday, or a holiday if for that week the 40 hour limit is not exceeded. Compensatory time off should be taken within a reasonable period of time and must be preapproved by the supervisor. Upon termination or retirement, an employee will be paid for any unused accrued compensatory time at the employee's regular rate of pay.

It is the responsibility of the supervisor/manager to monitor overtime and compensatory time, and to ensure that employees are accurately reporting any hours worked in excess of 40 hours in a workweek. All overtime pay and compensatory time earned must be preapproved by a supervisor. Every effort should be made to avoid the accrual of large amounts of compensatory time. The supervisor or manager has the discretion to modify the employee's schedule during a workweek based on the operational needs of the department. An employee who violates the University's policy on overtime and compensatory time may be subject to disciplinary action.

Review Human Resources will review the policy every five years or sooner as needed.