

UW-Stevens Point Human Resources Administrative Guideline 1277B



University of Wisconsin
Stevens Point

SUBJECT: Overtime Guidelines

Original Issuance Date: November 19, 2019

1. Guideline Purpose

Employees who are non-exempt (also known as “hourly”) from the provisions of the Fair Labor Standards Act (FLSA) are entitled to overtime wages for hours worked beyond 40 hours each week (unless an alternative-compliant schedule has been established in accordance with the provisions of the Act and state laws).

There are instances in which asking an employee to take on a significant workload and do substantially more than their appointment requires is the only viable alternative and compensation is appropriate. The purpose of these guidelines is to define the circumstances in which such payments may be provided.

2. Guideline Background

These guidelines are issued to provide a consolidation point for various statutes, codes, policies, and procedures related to overtime wages.

3. Definitions

Overtime. Fair Labor Standards Act (FLSA) nonexempt employees must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked, for each hour worked in excess of 40 hours in a workweek.

Designated appointing authority (or administrator). This is the person with the authority to appoint employees to work for the University. Such person is usually the Chancellor or the Vice Chancellor over the division, unless delegated, in writing, with copies filed with the Office of Human Resources.

Rare, unforeseen circumstances. These are circumstances that are unique and develop quickly in such a manner that preapproval is not possible, but the time must be worked in order to serve the University. Examples of rare, unforeseen circumstances are responses to weather emergencies (like snow removal), responses or call-outs to incidents or emergencies as the result of activation by the Emergency Response Team, or to effect emergency repairs to equipment, facilities, or infrastructure (such as information technology). **Such circumstances still require approval after the fact.**

4. Guidelines

All overtime work must be approved by the designated appointing authority or administrator in advance of the hours being worked except for rare, unforeseen

circumstances in which case approval needs to be obtained as soon as possible afterward. Hours worked do not include hours of paid leave. Payment of overtime at a premium rate shall be paid in addition to the premium rate paid for work performed on a legal holiday during the same workweek ([University Handbook, Chapter 4E, Section 20, 5.I.](#)).

Payroll will provide the designated appointing authorities overtime reports, each payroll. These reports may be used to review supervisor and manager performance. It is not permissible to operate a compensatory time system that is not administered through the time reporting system for the University. All time worked must be reported for non-exempt employees in the time reporting system of the University. Shadow timekeeping or trades of hours between work weeks that is not documented in the time reporting system of the University are prohibited and illegal under FLSA ([29 U.S.C. 201](#))

Temporary base salary adjustments shall not be used for hourly employees when overtime is appropriate for performing extra duties and those duties are within the core job duties of the employee's position description ([University Handbook, Chapter 4E, Section 20, 5.D.](#)).

5. Related Documents

[29 U.S.C. 201 \(FLSA\)](#)

[UW System Administrative Policy 1277: Compensation](#)

[UW System Administrative Policy 1253: FLSA Designation](#)

[UW-Stevens Point UWS 1277: Compensation](#)

[University Handbook, Chapter 4E, Section 20](#)

*The **Unclassified Personnel Guidelines (UPGs)** were effective prior to implementation of UPS and HRD on July 1, 2015. The UPGs are no longer applicable.*

6. Guidelines History

Guidelines reviewed with the UW-Stevens Point Vice Chancellors and Chancellor on November 19, 2019.