

# Pine Technical College

## Policy and Procedure

Policy Number: 504 R

Date: 2/18/99

Revision Date: **April 28, 2003**

Division/Department: **Human Resources**

Author: **Carol Abell**

Subject: **Overtime**

### **Authorities:**

Agreements between AFSCME, Council No. 6; Minnesota Association of Professional Employees (MAPE); Commissioner's Plan; Middle Management Association (MMA) and the State of Minnesota

### **Purpose:**

To fairly and equitably offer, assign, and compensate for overtime based on the terms and conditions of the appropriate collective bargaining agreement.

### **Policy:**

All overtime hours to be paid in cash or compensatory time must be approved by the employee's supervisor prior to being worked. All overtime hours or compensatory time requested will be submitted for approval using the payroll leave reporting form. Payment of overtime which exceeds the amount budgeted must be made in accordance with Budget Change Policy #404.

### **Procedures:**

Refer to the article(s) in the applicable collective bargaining agreement on hours of work and overtime.

### **Employee**

1. Receive approval from supervisor prior to working overtime.
2. Report overtime hours to be paid or compensatory time earned on both the timesheet and payroll leave reporting form.

### **Supervisor**

1. Follow the overtime distribution language of the applicable collective bargaining agreement, and approve all overtime hours prior to the time being worked.
2. Ensure the appropriate documentation of time is recorded on the employee's timesheet and payroll leave reporting form.
3. Follow Budget Change Policy #404 for all overtime payments which exceed the amount budgeted.

### **Business Office (Payroll)**

1. Review timesheets and leave reporting forms for accuracy in payroll reporting.
2. Report any concerns to the Director of HR for review/discussion with the employee and supervisor.

**Responsibilities:**

See "**Procedures**" above.

**Dissemination:**

Human Resources staff are responsible for distribution of this policy to all new employees as part of the orientation process.

Revision Reviewed by Leadership Team: 05/12/03 and 7/28/03

Reviewed by Faculty Senate: N/A

Revision Approved: \_\_\_\_\_

Date: 7/28/03

Robert L. Musgrove, Ph.D., President