

# GUIDELINES FOR ACCRUING EXTRA TIME AND USING COMPENSATORY TIME AND OVERTIME IN UNIVERSITY LIBRARIES

## *Introduction*

There may be instances when it is unavoidable that non-exempt\* employees in University Libraries work extra time, for example, to meet deadlines for the beginning of terms or submitting reports or grant proposals; to deal with computer or building emergencies; or to provide desk coverage at the beginning or end of terms, at peak use times, or on or near holidays.

- *Extra time* is considered to be any time worked in addition to the regular number of hours for which a non-exempt employee has been hired to work, whether full-time or part-time.
- *Compensatory time* is time that is given to “compensate” for the extra hours worked.
- In addition, the term “*overtime*” is used for compensatory time or pay that is given for any hours *actually worked* over 40 hours in a workweek.

The Libraries’ workweek has been established to be Sunday 2:00 a.m. - Sunday 1:59 a.m.

Compensatory time must be earned before it can be used.

University Libraries will implement the following procedures regarding extra and compensatory time, beginning November 1, 2002.

## *Policy and Procedures for Classified Library Employees*

When overtime (that is, more than 40 hours *actually worked* in the workweek) is required, classified employees will be compensated at the rate of 1.5 hours for each hour of overtime worked.

For part-time classified employees, extra time that is worked that is not above 40 hours actually worked in the workweek will be compensated at a straight rate, that is, one hour compensation for one hour worked extra.

Time spent away from work (e.g., vacation or sick leave) is not considered time worked.

Compensation will be as *time* and not as pay.

1. Use the “Approval for Extra Work Time” form.
  - *Prior written approval* must be given by the supervisor for an employee to work extra time.
  - Only in emergencies will prior approval not be required. In any case, appropriate records and signatures must be gathered as soon as possible following the incident.
  - The same form may be used for the entire week, if the reason is the same for each extra time request situation. Otherwise, a separate form is required.
  - Attach the “Extra Time” form to the monthly leave report (see Item 2 below). This form becomes part of the permanent leave record.
2. Record extra time on monthly leave reports. Extra time should be marked as follows:

ETA = extra time accrued

CTU = compensatory time used

3. Accumulation of compensatory time will be noted by the Library Human Resources Office and will be available for the employee at the following payroll Web site: <https://natural.uark.edu/prod/natcgi/uwologon>. There is no need for employees to calculate extra and compensatory time balances prior to submitting leave reports.
4. Although not a University policy, library employees are strongly encouraged to use any compensatory time within 60 days of accrual.

### ***Policy and Procedures for Hourly and Work-study Employees***

Hourly and work-study employees do not accrue compensatory time, so any overtime (that is, more than 40 hours worked in the workweek) worked by these employees for all their University positions combined (from anywhere on campus except Chartwell's), will be compensated as pay at 1.5 times the wage rate. Moreover, according to the Office of Financial Aid, work-study monies cannot be used to pay overtime, so 100% of any overtime hours must be paid entirely by the library.

1. Use the "Approval for Extra Work Time" form.
  - *Prior written approval* must be given by the supervisor for an employee to work extra time.
  - Only in emergencies will prior approval not be required. In any case, proper records and signatures must be gathered as soon as possible following the incident.
  - The same form may be used for the entire week, if the reason is the same for each extra time request situation. Otherwise, a separate form is required.
  - Attach the "Extra Time" form to the hourly or work-study biweekly timesheets.
2. Departmental sign-in sheets and substitution logs for hourly and work-study employees should be turned in with biweekly timesheets to the Library Human Resources Office. These records will be maintained for seven years, for auditing purposes.

### ***Employees Working in More than One Job Category or Library Location***

There may be instances when a library employee works in more than one type of position (classified, hourly, and/or work-study) or in more than one library location. In these situations, to assist the employee and supervisors alike in tracking hours worked and in minimizing overtime accrual, the following applies:

1. The employee will be required to use HourTrack to clock in/out to record hours worked in any type of position.
2. The Library Human Resources Office will designate one supervisor as the "lead" supervisor and will notify all pertinent supervisors that the employee has multiple positions in the library. The lead supervisor is the one who supervises the duties for the classified position or, alternatively, for the duties of the hourly position, if the employee has hourly and work-study positions. It is expected that supervisors of an employee will be in regular communication with each other and with the employee regarding work schedules and exceptions to work schedules. It is also expected that all pertinent supervisors regularly review *all* work times on HourTrack of these employees.

*\* For University Libraries, "non-exempt" includes classified (except for Computer Support Specialist II and UAF Construction Coordinator positions), hourly, and work-study employees.*

**UA Staff Handbook**  
**Section 5.3 Overtime**  
**(taken from the online version, October 22, 2002)**

(Universitywide Administrative Memorandum 440.8; Federal Fair Labor Standards Act - Public Law 99-150 of 1986; Arkansas Code Ann. §19-4-1612; AHRMS Policy Manual 110)

Only non-exempt employees receive credit for overtime work (See Section 2.4, Exempt and Non-Exempt Employees, for definitions.) If you are a non-exempt employee and you work more than 40 hours in any work week, you will accrue compensatory time at a rate of one and one-half hours for every hour of work performed in excess of 40 hours.


If you are non-exempt, and therefore eligible for overtime, you should never work more than 40 hours in any work week without the prior approval of your department head.



Overtime is referred to in the BASIS leave accounting system as extra time. Your department leave representative will record any hours in excess of 40 you work in each work week as extra time, and you will be credited with one and one-half hours of compensatory time for every hour over 40 that you actually work. (Annual leave time and sick leave time are not time you actually work, and University holidays are usually not time you actually work.) Extra time must be approved by the person authorized to do so for your department, usually the department head. You may use any accrued compensatory hours as leave, at a time when it is convenient for your department. You may use compensatory time, until the balance is depleted, before using annual leave. You may also use your compensatory time in lieu of sick leave. Compensatory time must be earned before it can be used.



If it creates a hardship for your department to give you compensatory time off, your department head may approve monetary compensation for the overtime which you have worked. You will be paid at one and one-half times your regular rate of pay for each hour over 40 which you have worked in any work week. Overtime pay is generally discouraged. Arkansas law states: "It is hereby declared to be the policy of the State of Arkansas that overtime pay for state employees is the least desirable method of compensation for overtime work." When overtime is unavoidable, it is to be managed in the most efficient and economic manner possible. Your department may require you to use any accumulated compensatory time, at its convenience, to avoid cash payments.

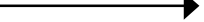

The rules and regulations set out by the federal Fair Labor Standards Act apply to overtime. They include the definitions of exempt and non-exempt employees, the requirements for compensatory time or pay, and other related requirements. The Fair Labor Standards Act limits the amount of compensatory time most employees can accrue to 240 hours. Employees who work at least some of the time in a public safety activity, such as fire protection or law enforcement, in an emergency response activity, or in a seasonal activity, such as farm work, may accumulate up to 480 hours of compensatory time. Any overtime accrued beyond these limits must be compensated with overtime pay, at a rate of one and one-half times the regular rate.

## COMPENSATION FOR TIME WORKED IN UNIVERSITY LIBRARIES

		Extra Time
Classified, Full-Time	Regular Hours  Regular Wage	Overtime (More than 40 hours)  Compensatory Time 1.5 hours for 1 hour

		Extra Time	
Classified, Less than Full-Time	Regular Hours  Regular Wage	Extra Hours (up to 40)  Compensatory Time 1 hour for 1 hour	Overtime (More than 40 hours)  Compensatory Time 1.5 hours for 1 hour

		Extra Time	
Hourly	Regular Hours  Regular Wage	Extra Hours (up to 40)  Regular Wage	Overtime (More than 40 hours)  Paid 1.5 x Regular Wage

		Extra Time	
Work-Study	Regular Hours  Regular Wage	Extra Hours (up to 40)  Regular Wage	Overtime (More than 40 hours)  Paid 1.5 x Regular Wage