Cochise College
District Board Policy

Category: All Employee Groups
Policy Number: 621
Title: Hours of Work/Overtime Compensation

Cochise College complies with the Fair Labor Standards Act (FLSA) and ensures employees are appropriately compensated as required by applicable law.

**Procedure 621.1**
**Definition of Workweek and Full-time**

The normal workweek for full-time, benefited, hourly employees is forty (40) hours per workweek. The college’s standard workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m.

Full-time faculty workload is defined in Governing Board Policy 623 and accompanying procedures.

**Procedure 621.2**
**Definition of Exempt and Non-exempt**

Human Resources is responsible for designating positions as “exempt” or “non-exempt”.

a. Exempt
Employees who work in an executive, administrative or professional job classification and who are not eligible for overtime pay under the Fair Labor Standards Act.

b. Non-exempt
Employees who are non-exempt from the provisions of the Fair Labor Standards Act are eligible for overtime pay. Non-exempt employees shall be paid at least minimum wage and receive overtime compensation for all hours worked in excess of forty (40) hours in a workweek. Hours worked includes actual hours worked, summer hours and any designated paid holidays. Hours worked does not include paid leave taken, including personal leave, sick leave, bereavement leave, annual leave, etc.
Covered eligible employees may request overtime compensation in the form of compensatory time off at the rate of one and one half hours for every hour worked over forty (40) hours or compensation at the rate of one and one half times the regular rate of pay for all overtime hours. It is the policy of the college that overtime hours shall be compensated as overtime pay. The request for compensation time off in lieu of overtime pay must be made in writing to the payroll office by the employee and approved by his/her supervisor at the beginning of each fiscal year.

All unused compensatory time shall be paid to employees on the first payroll in June and the first payroll in December of each year. Compensatory time may be accrued up to a maximum of 80 hours. Any compensatory hours in excess of 80 hours shall be compensated at the employee’s current rate of pay on the payday following accrual in excess of 80 hours.

The systems and procedures for recording and reporting employees' work hours shall be as developed and implemented by the administration.

Overtime:
1. Supervisors may authorize overtime in emergencies or times of unusually heavy workload. Employees may not work overtime unless it is approved by their supervisor in advance.
2. All hours worked are to be reported through web time entry. The payroll system calculates overtime hours worked.
3. The college will compensate overtime in excess of the forty-hour (40) workweek. Paid time off including compensatory time taken, personal leave, bereavement leave, sick leave, annual leave, etc. does not count toward completion of a forty-hour (40) workweek.
4. Time off for a holiday will count toward completion of a forty-hour (40) workweek.
5. Hours worked in excess of the forty-hour (40) work week shall be paid as overtime or time and a half.
6. When overtime work occurs on a holiday, the college will pay the overtime at two and one-half times the employee’s regular hourly rate of pay. If the employee is to receive compensatory time for working on a holiday, the employee will be paid for the holiday hours plus accrual of compensatory time at one and one-half times the hours worked.
7. The college will compensate overtime pay in the payroll immediately following when the overtime is worked.
Procedure 621.5
Reporting

Employees are responsible for accurately reporting hours through the online reporting system and supervisors are responsible for verifying time is reported accurately. If an employee is unable to submit a timesheet for payroll processing, the supervisor will send the hours worked, absences and leave taken amounts to the payroll office for proper accounting.