THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.38
		Revised:	7/1/05
SUBJECT:	Overtime	**Date Issued:**	
		Review Date:	7/1/09
APPLIES TO:	Regular, non-exempt staff with the exception of those Represented by a bargaining unit	**Attachment(s)**	0
ISSUED BY:	Human Resources and Office of the Provost and Executive Vice-President for Academic Affairs		

I. Policy

Non-exempt staff members will be paid overtime compensation at a time and one-half rate, including shift premium if applicable, for time worked in excess of 40 hours in a calendar week or 8 hours in a day. (See Exceptions II. D.)

II. Regulations and Definitions

A. Non-exempt

Non-exempt staff members are those employees who do not meet the exemption standards of the federal Fair Labor Standards Act.

B. Day

"Day" shall mean the twenty four (24) consecutive hour period beginning with a staff member's starting time on each work day.

C. Calendar Week

"Week" means 7 consecutive calendar days beginning at midnight between Saturday and Sunday.

D. Exceptions (Non-exempt staff)

The policy of paying overtime compensation at a time and one-half rate for time worked in excess of 8 hours in a day does not apply to non-exempt regular staff members assigned to special or alternate schedules (For example: 4 day/40 hours).

E. Avoidance of Overtime

Overtime should be avoided and supervision is responsible to manage operations accordingly.

F. Authorization and Approval

Administrative heads of operating units or their authorized representative are responsible for the scheduling and approval of overtime before overtime work is performed. Staff members may not authorize or certify their own overtime. Overtime shall not be authorized for the specific purpose of increasing a staff member's income.

G. Government or Agency Contracts

Overtime worked under governmental or agency contracts must be in accordance with all requirements and restrictions of the contract prior to authorizing overtime. The Controller's Office will assist in obtaining sponsor approvals.

H. Assignment of Overtime

Overtime, when assigned, is a requirement of every position. When practicable, it shall be arranged to cause the least inconvenience to staff members. Overtime work will be assigned primarily on a basis of University efficiency and economy and secondly, on a basis of sharing distribution.

I. Time Worked for Computation

Paid time is considered as time worked for the purpose of overtime computation except on a holiday which falls on a staff member's regularly scheduled day off and when paid for time off to attend classes under the Tuition Refund program.

J. Pyramiding

Overtime will not be pyramided, compounded or paid twice for the same time worked.

K. Records

All non-exempt staff

The provisions of the Fair Labor Standards Act require the University to maintain and preserve for a minimum of three (3) years from the last day of entry or last effective date, records for each staff member or as otherwise provided by the University. These records will contain the following information:

1. Name in full and social security number.

2. Home address, including zip code.

3. Date of Birth.

4. Sex.

5. Classification.

6. Established work schedule, if any.

7. Exact hours worked each calendar day and exact total hours worked each calendar week for any such day or week in which the staff member has no established work schedule or his/her actual hours of work varies, either more or less, from an established work schedule. In calendar weeks in which the staff member adheres to an established work schedule a check mark, statement, or other method must indicate this fact.

8. Rate and additional compensation, if any, and basis on which wage are paid.

9. Total calendar day or calendar week straight time earnings, including all straight time earnings due for overtime, but exclusive of overtime excess compensation.

10. Total excess compensation for the overtime, exclusive of the straight time earnings.

11. Total additions to or deductions from wages paid each pay period, including in the individual staff member's account, a record of the dates, amounts and the nature of the items which make up the total additions and deductions.

12. Total wages paid each pay period.

13. Date of payment and the pay period covered by the payment.

Procedure: **http://www.umich.edu/~hraa/procedures/spg201-38.htm**