



# Overtime & Compensatory Time

**FLSA TOWNHALL MEETING**

**June 26, 2017**

# What is overtime?

- Overtime is calculated when a non-exempt staff member exceeds 40 work hours in a work week. SSU uses a Saturday through Friday work week to determine overtime. DOL regulations require overtime to be paid at 1.5 times the employee's regular rate.

# How do I earn overtime?

- You must get approval from your supervisor prior to working overtime.

# What is compensatory time?

- The Department of Labor (D.O.L.) allows public sector employers (like SSU) to offer compensatory time in lieu of overtime payment to employees. Compensatory time is also calculated at 1.5 times; however, it is held for employees to use as leave time. For example, 4 hours of overtime equates to 6 hours of compensatory time.

# Is there a limit on using compensatory time?

- Yes. As of January 1, 2017, approved compensatory time is subject to a maximum accumulation of 240 hours and must be expended by the end of the fiscal year.

# What happens if I cannot use my compensatory time within the limits?

- Supervisors should make every accommodation possible to use it within the limits, but if you cannot use your compensatory time within the limits, you may be paid the equivalent in overtime pay by the last pay period of the fiscal year.

# Are there alternatives for overtime and compensatory time?

Yes. Employers may elect to use flexible schedules to limit overtime. For example, you may need to travel 4 hours on Tuesday for work in another city. Your supervisor may flex your schedule (i.e., ask you to leave 4 hours early on Monday or come in 4 hours later on Wednesday) to keep your schedule within the standard 40-hour work week.

# How will my time be tracked?

- Your time will be tracked in the ADP system, SSU's system of record for time and attendance. You are to enter all time worked.
- You may elect to be paid overtime or you may elect to accumulate comp time.



# How do I make a selection?

## Policy on Workweek and Overtime

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## FLSA Compensatory Time Use Acknowledgment Form

### POLICY STATEMENT:

- The Fair Labor Standards Act of 1938 (or "FLSA") is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay, or provided compensatory time-off in the case of government employees, for all hours worked over 40 hours in a workweek.

# What time is considered work time?

- There are many variables to consider, but generally speaking, most time dedicated to tasks directly related to your official responsibilities at SSU will qualify as worked time and count toward your 40-hour standard workweek. According to the Georgia Department of Labor, "Hours of work include all time during which the employee is at an employer's disposal."

# Further Questions?

- Please click on to our dedicated FLSA website at:

<http://www.savannahstate.edu/flsa/faqs.shtml>

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