



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017; 06/21/2018; 01/01/2020

## **Compensatory Time and Overtime Pay**

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Policy:

### **Minimum Wage:**

Alcorn State University recognizes the current federal minimum hourly wage as the minimum wage paid to University employees.

### **Compensatory Time and Overtime Pay:**

The FLSA does not limit the number of hours that an employee can work, but simply requires overtime be paid to qualifying employees for any hours worked over forty (40) in a standard workweek at the rate of one and one-half (1.5) times the employee's regular hourly rate of pay. The University's standard workweek begins at 12:01 a.m. on Saturday and runs through midnight on Friday. To ensure consistent time and attendance reporting, time for employees paid on an hourly basis should be recorded in quarter of an hour (.25) increments (7) minutes or less is rounded down and 8 minutes or more is rounded up).

It is the policy of Alcorn State University that all hourly non-exempt employees work within a 40-hour work week, unless additional work is considered necessary and approved by the department manager/supervisor. Overtime is permitted for hourly non-exempt employees only. In instances where prior approval is not obtained, the employee shall be compensated for any overtime hours worked; however, violation of this policy may warrant disciplinary action.

All faculty, executive, highly-compensated administrators, and certain other professional staff are exempt from the provisions of the Fair Labor Standards Act (FLSA). To qualify for an overtime exemption, an employee must generally be paid no less than \$35,568 annually, or \$684 per week on a salaried basis. This does not apply to instructors, lawyers, or medical personnel, as these are exempt classifications. Certain exempt computer employees may be paid at least \$684 on a salary or hourly basis, at a rate not less than \$27.63 per hour.

Salaried non-exempt employees will receive compensatory time (time in lieu of pay) for work in excess of 40 physical hours per week. Compensatory time is given at the rate of 1.5 times for all hours worked in excess of 40 hours during the week in which the overtime occurs. Overtime hours for emergency personnel will be based on a work period of 28 days and will be calculated after 212 hours are accumulated in each work period. After an employee has accumulated a maximum of 240 hours (480

hours for police officers, fire fighters, computer and outside sales), the employee shall be paid overtime for hours worked above the 240 (or 480) hours at 1.5 times the number of hours worked for applicable hours. In instances where there are less than five (5) emergency personnel assigned to work in the Emergency Management Department, all overtime hours will be paid at the employee's regular rate of pay for each hour worked beyond the 212 hours in a 28-day work period. Employees required to be on duty at the worksite for 24 hours or more shall not be compensated for eight (8) hours per day for sleep time and one (1) hour per day for meal periods. If conditions are such that the employee is not allowed at least five (5) hours of sleep during the sleep-and-eat period, or if the employee works during that period, the eight (8) hours revert to compensable time.

Supervisors are encouraged to permit the use of compensatory time within a reasonable period of time from when the time was accrued, unless doing so would "unduly disrupt" the workplace.