

Overtime Classified Staff (CSEA & PEF Bargaining Units)

Every attempt is made to schedule the workload so that the need for overtime is kept to a minimum, consistent with the needs and requirements of sound and orderly administration of the campus. However, situations may arise which makes overtime unavoidable, such as staff illness/absences, special projects, emergencies, extreme weather conditions, etc.

When operating needs require employees to work overtime, the following procedures will be followed. Overtime will first be offered to workers in the appropriate titles in seniority order. Employees have the right to refuse overtime. If enough employees don't voluntarily accept an overtime assignment, **mandatory overtime may be required. Mandatory overtime is assigned starting with the least senior employee in an appropriate title, and moving up in seniority.**

Hours worked in excess of a 40 hour week constitute overtime for which eligible persons are entitled to overtime compensation at one and one half times their regular rate of pay, subject to the rules established by the Division of the Budget. Refer to your bargaining unit Agreement for information about when overtime payments must be made. All overtime must be approved in advance. Each instance of overtime must be approved individually – blanket approvals are not permitted. **The designated representative who approves the overtime must be an officer or supervisor ineligible to earn overtime pay.**

Overtime Pay

Time worked over 40 hours in a work week is paid at one and one half times the normal pay rate. The work week is considered to be Thursday through Wednesday.

Overtime Eligibility

Classified service employees in salary grades 22 and below are eligible for overtime pay.