

Staff Personnel Manual (SPP)

SPP 404–06: Overtime for University Extraordinary and Specific Events

Effective: 2/19/1985

Revised: 12/17/2013

Purpose

To provide overtime compensation for more than 40 hours actually worked in a work week

Sources

29 United States Code § 207 (1961)

Fair Labor Standards Act Amendment of 1985

University policy

Applicability

All regular [classified employees](#), [university staff](#), and [non-faculty administrators](#)

Policy

Staffing for [specific](#) and [extraordinary events](#) shall be determined by the sponsoring university department as the employing (contracting) department. The sponsoring department will determine and request staff resources as needed for a specific or extraordinary event.

Compensation to employees whose special skills are needed shall be provided according to the following table:

	Specific Event		Extraordinary Event	
Nonexempt Staff	Regular	Holiday	Regular	Holiday
Same classification, same department	*0	2x regular base rate	*0	2x regular base rate
Same classification, different department	*0	2x regular base rate	*0	2x regular base rate
Different classification	1x to 1.5x class range minimum	2x class range minimum	1x to 1.5x class range minimum	2x class range minimum
	Specific Event		Extraordinary Event	
Exempt Staff	Regular	Holiday	Regular	Holiday

Same classification, same department	Not eligible	Not eligible	Not eligible, unless with required preapprovals	Not eligible, unless with required preapprovals
Same classification, different department	Not eligible	Not eligible	Not eligible, unless with required preapprovals	Not eligible, unless with required preapprovals
Different classification	1x to 1.5x class range minimum	2x class range minimum	1x to 1.5x class range minimum	2x class range minimum

*Standard overtime policy applies.

[Nonexempt employees](#) working specific and extraordinary events are paid in accordance with the rates shown in the table.

Holiday rates are applicable for hours worked during the period from 12:01 a.m. to midnight on the day of the holiday. University-recognized holidays may be paid at 2 times (double time) at the discretion of the employing department.

Exceptions—Extraordinary Event

Non-faculty Administrators/University Staff Employees

Non-faculty administrators and university staff employees are generally not eligible for extraordinary event pay. Such activities are perceived to be within the scope of their responsibilities as members of management. However, exceptions may be made at the discretion of the sponsoring department and with the approval of the employee’s vice president, or the provost, or the designee for that employee’s vice president or the provost. The employee may, however, choose to work in a different classification that is approved for an extraordinary event and will be compensated according to the above table in this policy. Any payment to a non-faculty administrator or exempt university staff employee is accomplished by using a supplemental pay request.

Exempt Classified Employees

[Exempt](#) classified employees are not eligible for extraordinary event pay for work performed in their regular classification. Exceptions may be made at the discretion of the sponsoring department and with the approval of the employee’s vice president/provost or designee. They may, however, choose to work in a different classification that is approved for an extraordinary event and will be compensated according to the above table in this policy. Any payment to an exempt classified employee is accomplished by using a supplemental pay request.

Internal and External Police Department (PD) Officers

An interjurisdictional agreement exists to compensate police officers at rates by classification that reflect [overtime pay](#) (1.5 times) and holiday pay (2 times) as applicable.

Audit Process

The sponsoring department and the Office of Human Resources have the responsibility to review and audit on a random basis event processes and paperwork including rate structures, wages paid, payroll processing, staffing levels and resources, etc., for adherence to policy.

Exceptions—Specific Events

Non-faculty Administrators/University Staff Employees

Non-faculty administrators and university staff employees are not eligible for specific event pay. Such activities are perceived to be within the scope of their responsibilities as members of management. They may, however, choose to work in a different classification that is approved for a specific event and will be compensated according to the above table in this policy. Any payment to a non-faculty administrator or exempt university staff employee is accomplished by using a supplemental pay request.

Exempt Classified Employees

Exempt classified employees are not eligible for specific event pay for work performed in their regular classification. They may, however, choose to work in a different classification that is approved for a specific event and will be compensated according to the above table in this policy. Any payment to an exempt classified employee is accomplished by using a supplemental pay request.

Internal and External PD Officers

Pay rates for police officers are based on an interjurisdictional agreement that compensates police officers at rates by their classification. The compensation reflects overtime pay (1.5 x base pay rate) and holiday pay (2 x base pay rate), as applicable.

Audit Process

The sponsoring department and the Office of Human Resources have the responsibility to review and audit on a random basis event processes and paperwork including rate structures, wages paid, payroll processing, staffing levels and resources, etc., for adherence to policy.