Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.2 – Overtime

Policy Reference:	402 – Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	10/19/2011
Version Number:	2
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure explains compensation for hours worked in excess of 40 hours per week, by non-exempt (hourly) employees.

The Procedure

Non-exempt employees are eligible to receive overtime compensation at the rate of one and one-half times their regular rate of pay for hours worked in excess of 40 hours in any one-week period, which runs Sunday through Saturday. Paid or unpaid leave is not applied toward working hours, exceptions are per Cabinet approval.

Kirkwood does not offer compensatory time. Non-exempt employees working more than 40 hours in one week must be paid overtime.

The employee's immediate supervisor must approve overtime worked by non-exempt employees in advance. Employees are not permitted to work beyond 40 hours in one week without supervisory approval, nor is it permissible for employees to voluntarily work through their lunch breaks.

If you find an error in overtime calculations, report your concern to Payroll for review and possible correction.

Full-time Facilities & Public Safety employees working overtime for snow removal or other extenuating circumstances should refer to procedure 404.22 – Facilities & Public Safety Work Hours.

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Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	10/19/2011	Jim Choate, Vice President, Finance	New procedure
2	07/08/2019	Cabinet	Procedure template
3	10/30/2026	Department	Reviewed, no edits