## Overtime Eligibility and Compensation Chart

<table>
<thead>
<tr>
<th>Workweek</th>
<th>In Excess of 35 but Not More than 40 Hours Per Workweek</th>
<th>In Excess of 40 Hours Per Workweek</th>
<th>Sample Titles/Categories</th>
</tr>
</thead>
</table>
| 35 (covered by FLSA)     | Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked. | Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked. | Secretarial Assistant 3  
Principal Operator Automated Typewriter  
Support Services Representative 1  
Support Services Representative 2  
Technical Assistant  
Data Processing Programmer 2 |
| 40 (covered by FLSA)     | Not applicable                                         | Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked. | Security  
Facilities  
Media Tech 1 |
| NL (covered by FLSA)     | No cash compensation. Compensatory time for work on Saturday, Sunday, or holiday to a maximum of hour for hour. | Cash compensation at one and one-half times the hourly rate or compensatory time at one and one-half times the hours worked. | Secretarial Assistant 1  
Printing Machine Operator 3  
CWA Professional Services Specialist 4  
CWA Professional Services Specialist 3 |
| NL (exempt from FLSA, covered by College policy) | No cash compensation. Compensatory time for work on Saturday, Sunday, or holiday to a maximum of hour for hour. | No cash compensation. Compensatory time for work on Saturday, Sunday, or holiday to a maximum of hour for hour. | Faculty  
Managers*  
Librarians  
Advisors  
Executive Secretarial Assistant  
AFT Professional Services Specialist Series  
CWA Professional Services Specialist 2  
CWA Professional Services Specialist 1  
Data Processing Programmer 1  
Data Processing Analyst 1 |

### Policy Clarification
- No compensatory time may be earned without prior approval of the supervisor/unit head.
- It is the responsibility of unit heads to approve any extra time worked, schedule the time to be used, and maintain records of compensatory time balances for “NL” staff.
- For “covered” staff, a maximum of 60 hours of compensatory time may be earned.
- *Compensatory time earned by managers must be used within one fiscal year from the time it is earned.*
- Compensatory time earned by bargaining unit “NL” staff must be used within one calendar year from the time it is earned.
- “NL” staff do not earn compensatory time for extension of the normal work day, only for work performed on Saturday, Sunday or a State holiday.
- *Management employees range 30 and above are entitled to compensatory time for work performed on a State holiday only, not Saturday and Sunday.*

P:HR/Compensation/OvertimeElig  
January 25, 2008