

OVERTIME ELIGIBILITY AND COMPENSATION CHART

Workweek	In excess of 35 but not more than 40 hours per workweek	In excess of 40 hours per workweek	Sample Titles/Categories
35 (covered by FLSA)	35 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 Secretarial Assistant 2 Principal Operator Automated Typewriter Support Services Representative 1 Support Services Representative 2 Technical Assistant Data Processing Programmer 2
40 (covered by FLSA)	40 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)	NE 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)	NL 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