*<Department/Unit: Insert your department/unit logo or create one using the* [*logo generator*](https://www.washington.edu/brand/brand-elements/logos/)*. Please create* [*alt text*](https://www.washington.edu/accesstech/checklist/images/) *for your logo.>*

<Insert name of Campus Department/Unit> Overtime Authorization Policy

# Purpose

This policy establishes *<insert name of Campus Department/Unit>* standards for overtime work and compensation for hourly and non-exempt (NE) salaried employees <*insert exempt excepted staff if your unit has employees to whom this applies>* to ensure compliance with applicable labor laws and collective bargaining agreements, while promoting transparency and accountability.

# Timesheet and Time Off Submittal Requirements

## Record and Approve All Hours Worked

* 1. All overtime-eligible employees must accurately report their hours worked in Workday and submit their timesheet for approval at the end of each pay period.
  2. Time and absence approvers must approve all reported hours before the timesheet approval deadline to ensure timely compensation.
  3. <Managers/Departments may set a consistent time submission frequency (e.g., daily or weekly) for their teams.>

## Record Paid Time Off and Holidays

* 1. For foreseeable absences, employees must request any absences and/or paid holidays in Workday by submitting requests on their absence calendar at least ten days in advance of the absence or as early as practicable. *<Units/Departments can set internal procedures such as: Employees are expected to check team calendars or consult with their manager in advance for a foreseeable absence.>*
  2. For emergent absences, employees are required to enter their absence taken upon return to ensure accurate payroll processing and overtime calculation.
  3. All requests entered on the absence calendar will be automatically included in Workday timesheets.

## Notification of Delayed Arrival

* 1. Employees who are going to be late for work must <Insert department procedure. For example, email, send a message in MS Teams, or text their manager about their delay. Upon arrival, employees must confirm their arrival time with their manager.>

## Breaks and Rest Periods Are Not Recorded

*<Units/Departments should remove employment programs or represented groups that do not apply to their units.>*

* 1. Employees are expected to take their breaks, which are not recorded in Workday timesheet.
  2. All overtime-eligible staff and student employees receive a 15-minute break for every 4 hours worked.

## Record Meals Taken

* 1. Employees must be provided with an [uninterrupted 30-minute meal break](https://hr.uw.edu/policies/meal-periods-and-rest-periods/) for every five consecutive hours worked.
  2. If the employees’ duties require them to remain on-site or on-call during their meal break, the time must be recorded as paid work time.
  3. Managers should ensure proper scheduling to allow for uninterrupted breaks*. <Insert Unit/Department procedures here, if necessary.>*

# Overtime Approval Requirements

## Advance Approval

* 1. All overtime work must be approved by *<insert approvers / the employee’s manager or time and absence approver>* prior to being performed. Advance overtime approvals should also include whether the employee would like the extra hours worked to be paid or accumulated as compensatory time.

## Emergent Overtime Exception

* 1. Situations may arise where client support may extend past the end of the workday. In those situations, employees must *<insert process/ inform their manager in writing to explain the emergent work that exceeded scheduled hours>*.

## Corrective Action

* 1. Unauthorized overtime will be paid but may result in corrective action for repeated violations.

## Budgetary Review and Approval

# *<Units/Departments: Include dept approval process here.>*

# Overtime Compensation

## Pay Rate

1. **Weekly overtime:** Overtime is paid at 1.5 times the regular rate of pay for hours worked over 40 in a Monday–Sunday FLSA workweek.
   1. **Overtime over schedule:** Overtime may also be paid at 1.5 times the straight time rate of pay for hours worked outside of the employee’s work schedule as specified in collective bargaining agreements for contract covered employees or in [WAC 357-28-255](https://app.leg.wa.gov/wac/default.aspx?cite=357-28-255) for classified non-union employees. Review [Overtime Calculations](https://hr.uw.edu/ops/holidays-time-off/overtime-compensatory-time/) for additional information.

## Impact of Holidays and Paid Time Off by Employee Type

*<Department/Unit: The employment program or collective bargaining agreement determines whether holidays and paid time off hours are considered time worked when calculating overtime. List the impact of holidays and paid time off on the calculation of overtime for the relevant employment programs or CBAs for your unit in the space below.>*

1. **Salaried Professional Staff, SEIU 925 Libraries, UAW ASEs, UAW Postdocs:** Paid time off and holidays are not considered time worked when calculating overtime. Extra hours worked beyond weekly scheduled hours that are not eligible for overtime will be paid as additional straight time hours.
2. **Hourly Professional Staff:** Paid time off and holidays are not considered time worked when calculating overtime.
3. **Salaried SEIU 925 Contract Covered Staff:** Paid time off and holidays are considered time worked when calculating overtime.
4. **Nonpermanent Hourly and Intermittent SEIU 925 Contract Covered Staff and WFSE Staff:** Paid holiday hours, including the use of holiday credit, are considered time worked when calculating overtime. All other paid time off is not counted toward the overtime calculation.
5. **Hourly and Salaried Classified Non-union Staff:** Paid holidays, including the personal holiday and the use of holiday credit, are considered time worked when calculating overtime. Paid time off is not considered in calculating overtime.
6. **Student Hourly Employees:** Paid time off and holidays are not considered time worked when calculating overtime.
7. [**Inlandboatmen’s Union**](https://hr.uw.edu/labor/staff-unions/ibu)**:** Paid time off and holidays are considered time worked when calculating overtime.
8. [**SAG-AFTRA**](https://hr.uw.edu/labor/staff-unions/sag-aftra)**:** Paid time off and holidays during the employee’s regular work schedule are not considered time worked when calculating overtime.
9. [**SEIU 925 – Institute for Health Metrics and Evaluation**](https://hr.uw.edu/labor/staff-unions/seiu-925-ihme)**:** Paid time off and holidays are not considered time worked when calculating overtime.
10. [**SEIU 1199 Research / Hall Health**](https://hr.uw.edu/labor/staff-unions/1199-research-hall-health)**:** Time paid for but not worked shall not count towards the calculation of overtime.
11. [**Teamsters 117**](https://hr.uw.edu/labor/staff-unions/teamsters-117)**:** Paid time off and holidays are considered time worked when calculating overtime.
12. [**Teamsters 117 Print Plant Craft Employees**](https://hr.uw.edu/labor/staff-unions/teamsters-117-print-plant-craft-employees)**:** Holidays and paid time off will count as time worked for the purposes of counting overtime.
13. [**UAW – Research Scientist Engineers**](https://hr.uw.edu/labor/staff-unions/uaw-research-scientist-engineers)**:** Only time worked shall be counted for the purpose of computing overtime compensation.
14. Salaried [[**WFSE Primary**](https://hr.uw.edu/labor/staff-unions/wfse-primary-contract) **Staff:**](https://hr.uw.edu/labor/staff-unions/wfse-primary-contract) Paid time off and holidays are considered time worked when calculating overtime.
15. **WFSE Police Management:** Paid time off and holidays are considered time worked when calculating overtime.

## Holiday premium

Employees covered by certain collective bargaining agreements and classified non-union employees ([WAC 357-28-200)](https://app.leg.wa.gov/WAC/default.aspx?cite=357-28-200) may be eligible for holiday premium pay when they work on a holiday. Approval for holiday work on an unscheduled day *<Insert process/follows the same process as for overtime approval.>*

## Compensatory Time Off Option

1. OT eligible employees may choose compensatory time off instead of pay if their manager approves. *<Insert department procedure here>.* If approved, this option is selected in Workday time entry.
2. Unless your collective bargaining agreement states otherwise, you must use or be paid for your accumulated time by June 30.
3. Once overtime is paid, no retroactive adjustments can be made to convert it into compensatory time.

## Additional Provisions

1. **Travel Time**: All management-required [travel time](https://finance.uw.edu/travel/netid-GroundTransportation) is compensable, including transit to airports or other required locations for out-of-town travel. Authorization for travel time must be requested in advance.
2. **Required Meetings and Training**: Time spent in employer-mandated training, meetings, or lectures is compensable and should be included in time entry.