

UC Davis Personnel Policies for Staff Members

Compensation

Section 32, Overtime (Non-Exempt Employees Only)

Date: 12/1/01

Supersedes: 7/1/96

Responsible Department: Human Resources

Source Document: UC PPSM 32

32.A. POLICY

Note 1--Applicability. This section applies to non-exempt employees only, as defined in Policy 2.

Note 2--Approval. Overtime shall be approved in advance by the department head or his or her designee. In the event that this is not possible, it shall be approved before the end of the pay period.

Note 3--Overtime Form. On campus, overtime shall be recorded on the Overtime Authorization and Time Worked form (Calcode 71461-132, available from the Storehouse and on the Web at <http://www.hr.ucdavis.edu/Forms>) or its equivalent. At UCDHS, overtime is recorded on the timecard.

Note 4--Overtime Meals. The department head may authorize reimbursement for actual meal expenses of up to \$12.00. The reimbursement may be paid when an employee covered by this policy is required to work more than two hours past normal quitting time, or more than four hours on a day off, and it is not practical to return home for a meal. The department creates a direct charge document in DaFIS and sends the receipt to Accounts Payable. See UC Business & Finance Bulletin G-32 (<http://www.ucop.edu/ucophome/policies/bfb/g32.html>) for more information.

32.C. COMPENSATION FOR OVERTIME

Note 1--Time Limit to Use Compensatory Time (Campus Only). There is no time limit on the use of straight-time accruals. Departments may request an extension of the 6-month limit to use premium accruals from Employee & Labor Relations.

Note 2--Time Limit to Use Compensatory Time (UCDHS Only). Accruals in excess of 40 hours will be paid to employees in June and December.

Note 3--Compensatory Time in Lieu of Pay. The method of compensation for overtime is at the discretion of the department head, except for employees who filed a written objection prior to April 15, 1994, and employees who are covered by a collective bargaining agreement. All others have agreed to accept compensatory time in lieu of pay.

Note 4--Compensatory Time Form. When an employee begins working in a non-exempt position, a notification or agreement form must be completed and placed in the department personnel file. These forms are available on the Web at <http://www.hr.ucdavis.edu/Forms>.

Note 5--Scheduling. The use of compensatory time off must be approved in advance by the department. An employee request may be denied or deferred due to operational needs.

Note 6--Payment of Overtime Upon Separation or Transfer. An employee who is separated or transferred to another department shall be paid for accrued compensatory time by the department in which the hours were worked.