

Overtime Compensation Procedure

March 1, 2024

PURPOSE: This procedure defines and outlines the overtime pay and compensatory time as applied by labor and management in Facilities and Services (F&S) at the University of Illinois Springfield for Non-Exempt Civil Service Employees of F&S. This procedure has been written to compliment and clarify the University of Illinois Policy and Rules for Civil Service Staff. Current collective bargaining agreements shall supersede the outlines of this procedure in their entirety.

APPLICABILITY: As of the effective date of this procedure, the following positions are designated as Non-Exempt Civil Service and/or Prevailing Wage not governed by a collective bargaining agreement. This procedure will apply to these designated titles and will extend to any other titles falling within the same classification series in the future. Note that this procedure does not extend to Extra Help positions.

CAMPUS PARKING MANAGER	PAINTER FOREMAN	TREE SURGEON
CARPENTER FOREMAN	PAINTER	
CARPENTER	PLUMBER FOREMAN	
ELECTRICIAN FOREMAN	PLUMBER	
ELECTRICIAN	SHEET METAL WORKER	
GROUNDS SUBFOREMAN	STORES SUPERVISOR	

GOAL: To set and maintain unambiguous expectations and procedures around the authorized accrual and use of pay and/or time off earned from performing work outside one’s regular work schedule/shift and to maintain safe and equitable working conditions while meeting the needs of F&S, the university, and its Non-Exempt Civil Service and/or Prevailing Wage employees.

SUMMARY: The University may require employees to work additional times beyond the employee’s scheduled working hours, herein after referred to as “overtime.” Overtime work shall be limited to unusual, essential, or emergency situations and, insofar as practicable, shall be fairly distributed in accordance with current University Policy and/or collective bargaining agreements.

1.0 Work Schedule

It is to be understood that F&S employees report under Workweek A: 12:01 a.m. Sunday through 12:00 p.m. Saturday, which is the standard work week established at UIS, and it shall remain fixed regardless of the days of the week or the hours of the day that the employee works. (Ref. Policy Rule 4.01 The Workweek)

Work schedules for all F&S positions covered by this procedure are defined upon hire and/or documented as appropriate. These titles generally are scheduled to begin their workweek on Monday mornings and end on Friday evenings. Work schedule deviations may be authorized by the unit head to meet operational needs or may deviate for periods of time, i.e. summer schedules, and will be accommodated accordingly for specified time frames in accordance with Policy Rules 4.03 Work Schedules and 4.04 Work Shifts and Hours.

1.01 Work Schedule Deviations

When a deviation of the weekly or daily work schedule is approved and occurs, pursuant to Policy Rule 4.03 Work Schedules and Rule 4.04 Work Shifts and Hours, an employee is eligible for the overtime premium based on the work schedule to which the employee’s position is assigned.

1.02 Prevailing Rate Employees

For prevailing rate employees, the number of hours before daily and/or weekly overtime begins and the rate of overtime pay will depend on the number of hours and the prevailing rate as set forth by the Department of Labor for the location involved. Weekly overtime shall be calculated utilizing the 37.5-hour work week. Daily overtime shall be calculated utilizing 7.5 hours per day unless approved deviations are in place per Policy Rules 4.03 Work Schedules and 4.04 Work Shifts and Hours.

1.03 Overtime Compensation for Eligible Employees

Overtime eligible employees will be compensated at one and one-half times their regular hourly rates for the hours worked in pay status during a workweek that exceed the number of hours in the approved full-time daily or weekly work schedule of their respective classes. Compensation will occur in the form of additional pay on their regular paycheck or through compensatory time accumulation.

When mutually agreeable to the eligible employee and the employee's supervisor, the employee may receive compensatory time off at the rate of one and one-half (1 ½) hours for each hour of overtime worked. Compensatory time for overtime worked on the first regularly scheduled day off shall be at the rate of one-and one-half (1 ½) hours for each hour of overtime worked. Compensatory time for overtime worked on Sundays and the University's recognized holidays shall be at the rate of two (2) hours for each hour of overtime worked.

Compensatory time may not be accumulated in excess of two times the number of hours in the employee's weekly work schedule (37.5 weekly employee x 2 = 75 hours maximum accumulation) or the basic full-time work schedule of the employee's class, whichever is least.

PROCEDURES

2.01 Compensatory Time

Use of Compensatory Time shall be utilized by the employee who earned it in the same increments as all other leave time in their specific classification.

Approval for use of accumulated compensatory time must be scheduled and approved not less than 14 days in advance by the supervisor. Supervisors will consider staffing requirements needed to ensure necessary continuity of operations when evaluating a request to use accumulated compensatory time.

Compensatory time earned and used will be recorded on each employee's bi-weekly timesheet. The employee shall log the number of overtime hours worked or the defined minimum as stipulated in the table below for comp time earned. For example, two hours worked at the rate of 1-1/2 times will be entered as 2.0 hours and not the calculated amount of 3.0 hours.

An employee whose employment with the University is terminated for any reason must be paid for unused accrued compensatory time at the employee's hourly rate of pay at the time of separation from the University. If an employee with accrued compensatory time moves from one class and/or unit to another with the University, arrangements for the transfer or payment of the compensatory time must be resolved by the units involved prior to the employee's move. If mutually agreeable to the current unit and the employee, time off to use accrued compensatory time may be taken prior to leaving the unit. (Ref. Policy Rule 6.022 Compensatory Time)

2.02 Assignment of Overtime

Overtime must be assigned by the supervisor or unit head and is subject to budgetary constraints. Overtime work shall be limited to unusual, essential, or emergency situations, and shall not be utilized to increase an employee's available leave time or supplement their pay. An employee eligible for overtime shall not work additional hours except at the direction of and with the express approval of the employee's supervisor. Selection of employees for overtime assignment may not be based upon any factor which is considered discriminatory under the University Nondiscrimination Statement.

2.03 Authorization of Overtime

F&S employees are not permitted to work overtime without authorization by the supervisor or unit head, except in emergency situations to prevent loss of life and/or loss of university property and the urgency of the situation does not allow an employee adequate time to obtain a supervisor's approval. As time allows, the employee must contact their supervisor to inform them of the emergency overtime work required within the same day the emergency work was performed. In non-emergency situations, to avoid liability as stated, a supervisor must expressly and effectively prohibit overtime work, including so-called "voluntary" overtime. Supervisors must approve overtime work assigned in writing with email being the preferred medium.

2.04 Advance Notice

When possible, supervisors shall provide employees with advance notice of overtime to be worked.

2.05 Duplication of Overtime Premiums

Pyramiding of premium rates of pay shall never be allowed. The payment of an overtime premium for any hour excludes that hour from consideration for other overtime premiums. Such premiums include:

- Daily overtime
- Weekly overtime
- Holiday work premium
- Call back time
- Overtime for other specially designated premium days
- Or any other basis

For example, if an employee receives compensation for two hours of daily overtime, the same hours cannot also be counted to determine weekly overtime.

2.06 Employee Exhaustion Provision

Unless to prevent loss of life or loss of university property, employees are prohibited from working more than 16 consecutive hours in a 24-hour period. Employees working 12 hours or more in a 24-hour period shall be afforded, to the maximum extent possible, 10 consecutive hours off for rest and recuperation before reporting back to work.

2.07 Rates of Overtime Defined

There are circumstances which will call for varying overtime rates within the F&S operation, and these are defined as follows:

Name	Definition	Rate
Continuous Work - Before Shift	Called in less than 4 hours before regularly scheduled shift.	1.5 x regular rate of pay until commencement of regular full shift. The regular full shift will then be paid at (1x) the regular rate.
Continuous Work - After Shift	0 – 30 Minutes from the end of daily shift.	1.5 x regular rate of pay for actual hours worked starting from end of regular full shift with no minimum hour association.
Call Back – After Shift	31 Minutes up to 4 Hours from the end of daily shift.	1.5 x regular rate of pay for the actual hours worked (2 hour minimum).
Call In – After Shift	4 or more Hours from the end of a daily shift.	1.5 x regular rate of pay for the actual hours worked (4 hour minimum).
Call In – Day Off	Called in on a scheduled day off or previously approved vacation day.	1.5 x regular rate of pay for the actual hours worked, Monday - Saturday 2 x regular rate of pay for the actual hours worked, Sunday & Holidays (4 hour minimum).

Compensatory time may be accumulated at these same calculations. The hours worked or the defined minimum hours shall be recorded on the employee’s bi-weekly timesheet, not the calculated or accumulated overtime or compensatory time hours.

2.08 Additional Meal Period

Employees who are required to work four (4) or more consecutive hours before or after their regular hours of work on the same workday shall receive an additional one-half (1/2) hour meal period at times to be arranged by the supervisor. This meal period shall be considered as time worked and will be compensated at the appropriate overtime rate.

2.09 Gift Day Use and Overlap

University designated “gift days” are workdays that employees are excused from work with pay without having to charge a benefit. If an employee is required to work on one or more of the designated gift days to meet the operational need of the University, he/she shall receive an alternate gift day. The alternate gift day must be used for the replacement of an entire workday and cannot be utilized in the 1/10-hour increments. The alternative gift day must be used within the same fiscal year in which the original gift days were offered. The alternative gift day must be

scheduled and approved via the employee's supervisor no less than 14 days prior to use. The time in which employees are required to work on a gift day is not eligible for overtime compensation unless the number of hours worked on that day exceeds the number of hours in the approved full-time daily work schedule. Unused gift days are not paid out at the time of termination and do not roll over into the next fiscal year.

2.10 University Holiday Schedule

The following days constitute what are typically recognized or designated as holidays by the University. It is of note that these are paid holidays and are approved annually. Verify the University approved holidays for each year as they will supersede the occurrences listed below. These dates, when worked, will be paid at 2 times the hourly rate per paragraph 1.03.

- New Year's Day
- Martin Luther King Day (President delegated)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Should employees have further concerns or extenuating circumstances that are not outlined in this procedure, they should contact their immediate supervisor.



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Additional Information:

[University of Illinois Policy and Rules for Civil Service Staff](#)

[Policy 6 Overtime](#)