

Policy: 5.11

Overtime, Holiday, and Compensatory Pay

Purpose

To manage the use of overtime and compensatory time in accordance with the Fair Labor Standards Act (FLSA) and identified holidays recognized by the College.

Policy Statement

Overtime

In accordance with the Federal Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one-half (1 ½) times their regular pay for time worked in excess of 40 hours per workweek. The workweek begins on Sunday at 12:00 A.M. and ends on the following Saturday at 12:00 A.M.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

Paid Days Off

Any non-exempt employee required to work on a Kansas City Kansas Community College (KCKCC) approved paid day off shall be paid one and one-half (1 ½) times the regular rate or awarded compensatory time off at one and one-half (1 ½) hours whether or not such paid day off is part of their regular schedule.

Holiday Pay

Any non-exempt employee required to work on the following holidays will be paid two (2) times their regular rate whether or not such paid day off is part of their regular schedule.

- Martin Luther King, Jr. Day
- Spring Break Friday (typically falls on the last Friday of Spring Break)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

Unless otherwise noted by a campus communication or the KCKCC academic calendar, the time period for hours worked on a paid day off or holiday will be from 12:00 AM to 11:59 PM. Supervisors should work strategically to allow for employees to be off during these periods whenever possible.

A holiday which falls on a Sunday is observed on the following Monday. A holiday which falls on a Saturday is observed on the previous Friday unless the College designates another day as the holiday.

Scheduling and Working Overtime

Before overtime is worked, an employee must have written approval from their supervisor. A failure to obtain approval prior to working overtime, could result in discipline, up to and including termination. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

Time Worked

Approved paid absences, including sick leave, vacation leave, holiday leave, military leave, jury and witness duty, funeral/bereavement leave, personal leave and voting time off are paid at an employee's regular rate of pay but are not counted as time worked for the purposes of computing overtime.

Compensatory Time

A non-exempt employee who is required to work beyond the normal workweek, of forty (40) hours, during their regularly scheduled workweek, shall be granted either compensatory time off, at one and one-half time (1 ½), or one and one-half (1 ½) time pay for the hours beyond the normal workweek, as arranged with the employee's supervisor and approved by the appropriate administrator. Compensatory time earned must be used by the next two pay period in which it was approved. The employee's supervisor will determine when compensatory time can be used within the allotted timeframe.

If an employee is not able to use their accrued compensatory time within the next two pay periods timeframe, KCKCC will pay out the accrued compensatory time. Compensatory time off must be scheduled so that normal, efficient departmental operations are maintained.

It is the responsibility of the supervisor whose budget will be charged to approve all overtime pay, and/or to schedule compensatory time. The supervisor shall maintain and report accurate records of all compensatory time earned and used to the Payroll Department.

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