

Name of Policy: Overtime Policy Number: 3364-25-101 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo campuses – hourly, non-bargaining unit employees only		 Effective date: March 8, 2024 Original effective date: October 15, 1987	
Keywords:			
	New policy		Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

When calculating overtime for a payroll week which includes a holiday, the automatic hours of holiday pay (eight for full time employees) shall be counted as active pay status and shall be used in the calculation of overtime whether the employee worked the holiday or not.

Active pay status is defined to include holiday pay and hours of paid vacation. Sick time used will not be counted in the calculation of weekly overtime.

Excluded from this policy are those positions deemed exempt by the human resources department in accordance with the Fair Labor Standards Act of 1938.

In order to equalize overtime opportunities, each department or area will maintain a rotating overtime list by job classification. Employees will be notified as early as possible before the overtime period commences that they will be required to stay and work beyond their normal quitting time. The list must show the number of hours of overtime worked and the number of opportunities turned down for each employee in the department or area. Overtime opportunities need

not be offered to employees in their original or subsequent probationary period until such time as the employee, as determined by the immediate supervisor, is sufficiently trained.

Employees who work overtime that have not been authorized in advance may be subject to disciplinary action.

(B) Purpose of Policy

To provide guidelines for hourly, non-bargaining unit employees with regard to the calculation of overtime for a payroll week which includes a holiday.

(C) Scope

This policy applies to non-bargaining unit employees of the University not governed by other agreements, policies, or Rules and Regulations.

(D) Procedure

The appropriate divisional vice president is responsible for implementation of this policy.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: March 8, 2024</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Chief Human Resources Officer</i> • <i>Senior Leadership Team</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>October 15, 1987</i></p> <p>Review/revision date: <i>July 1, 2003</i> <i>September 13, 2013</i> <i>July 1, 2014</i> <i>April 10, 2015</i> <i>August 10, 2017</i> <i>August 12, 2020</i> <i>March 8, 2024</i></p> <p>Next review date: <i>March 8, 2027</i></p>
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