


Name of Policy: <u>Overtime</u> Policy Number: 3364-25-101 Approving Officer: President Responsible Agent: Associate Vice President & Chief Human Resource Officer Scope: The University of Toledo – All Campuses Hourly, Non-bargaining unit employees only		 Effective date: August 12, 2020 Original effective date: October 15, 1987	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	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, in addition to holiday pay, hours of paid vacation and paid sick leave.

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><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>August 12, 2020</u> Date</p> <p>Reviewed by: <i>Associate Vice President/CHRO of Human Resources, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-101, effective date August 10, 2017</i> <p>Initial effective date: October 15, 1987</p> <p>Review/Revision Date: July 1, 2003; September 13, 2013; July 1, 2014; April 10, 2015; August 10, 2017, August 12, 2020</p> <p>Next review date: August 14, 2023</p>
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