

# IOWA STATE UNIVERSITY

## Overtime – Guidance for Managing

**Overtime Defined:** Non-exempt employees will be paid overtime compensation at one- and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours within the University's defined work week (beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight on the following Saturday).

**Authorization and Approval:** Managers and supervisors are responsible for balancing workload, staffing levels, and budget; therefore, management has the discretion to determine if overtime will be allowed and the responsibility to determine whether additional hours will be compensated through overtime pay or comp time. Staff members may not authorize or certify their own overtime and must seek approval from their manager prior to working the overtime hours.

**Managing Need for Overtime:** Managers and supervisors have the ability to manage operations as necessary, including rearranging work schedules in order to avoid the need for overtime.

### Best Practice Recommendations for Distribution of Overtime

- Managers should maintain and monitor a current roster recording each current employee's overtime work. A properly kept roster should help prevent unfair distribution of overtime and help settle disputes between employees and managers.
- Managers should create a process for asking qualified employees to volunteer for overtime opportunities. This process should be communicated clearly to eligible employees and the opportunity to volunteer should be fair.
- If notice of volunteer opportunities are posted, they should be posted in a visible area accessible to all eligible employees.
- It is recommended that overtime is distributed in a manner in order to try to best ensure fair and equitable distribution among qualified employees seeking overtime opportunities.

**Assignment of Overtime:** Overtime, when assigned, is a requirement for employees. Managers should exhaust volunteer opportunities for overtime prior to assigning mandatory overtime. When practicable, the assignment of overtime should be arranged to cause the least inconvenience to employees. Managers should provide as much advance notice to employees of their requirement to work overtime, but advance notice is not required. Overtime work should be assigned on a basis of departmental/unit efficiency and economy and should be distributed in a manner that is fair and consistent.