

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **FAIR LABOR STANDARDS ACT**

Policy #: **11.6**

A regular work week is forty hours, and overtime work for classified employees is generally not allowed unless it is absolutely necessary. If the workload in a department necessitates working beyond regular hours, overtime payment may be made with the prior approval of the supervisor and appropriate vice chancellor for non-exempt employees defined by the Fair Labor Standards Act, or for the performance of non-exempt work by an exempt employee, or compensatory time may be granted to the employee.

Overtime pay is calculated at a rate of one and one-half times an employee's regular hourly pay for each hour worked in excess of forty in a work week. Paid holidays, vacation, sick leave or other leave shall not be counted as hours worked. Equivalent time-off should be granted employees working on a holiday or other regularly scheduled day off. An employee's entitlement to earn overtime pay depends upon whether he or she is classified as an exempt or a non-exempt employee, and the type of work performed by the employee exceeding the forty hour work week.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources