

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

OVERTIME

Effective October 15, 1985

Procedure No. 3-06 (F)

Page 1 of 1

- (1) To compensate a staff employee who has worked approved overtime, the employee's manager must submit an overtime card to the Payroll Clerk for each employee to be paid.
- (2) The overtime card covers one payroll period, either from the first of the month through the fifteenth of the month, or from the sixteenth through the end of the month.
- (3) The overtime card must be received by the Payroll Clerk the first working day after the period covered on the card, and the staff employee will receive the overtime pay on the next payday.
- (4) An eligible full-time staff employee who is assigned to work on an official college holiday will receive seven and one-half hours pay for the holiday, the same as employees who do not work. If the time worked on the holiday places the staff employee over thirty-seven and one-half hours in one week, the employee will be paid time and one-half for the time worked in excess of thirty-seven and one-half hours. If at the end of the work week the staff employee does not exceed thirty-seven and one-half hours worked, the time worked on the holiday will be paid at the additional straight time hourly rate of the staff employee.
- (5) If an official college holiday falls on a staff employee's regularly scheduled day off, the staff employee will not work but will be paid seven and one-half hours straight time for the holiday. The staff employee's manager is responsible for notifying the Payroll Clerk, on a regular overtime card, clearly stating the situation and informing the Payroll Clerk that the individual is to be paid straight time for the holiday.
- (6) If a staff employee who is eligible for overtime is called into work, other than the normal work schedule for that employee, the employee will be guaranteed a minimum of two hours' pay. If, at the end of the payroll week, the staff employee has worked in excess of thirty-seven and one-half hours, the amount paid for the call-in period will be at the appropriate overtime rate. In the interest of efficiency, a staff employee who is called in may be assigned to any available work which the employee is capable of performing. Since phone calls for overtime work are made from the information within the personnel records, it is each employee's responsibility to maintain a current and accurate telephone number in the personnel records.