

April 20, 2016

## College of Design Construction and Planning

### **Overtime Policy**

The Fair Labor Standards Act (FLSA) is **federal law** that sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards.

All hourly USPS and TEAMS classifications are designated as non-exempt; all hourly OPS employees appointed through Human Resource Services or as Student Assistants are non-exempt.

Because the university operates on a set budget each fiscal year, overtime worked by non-exempt (hourly) employees is limited to emergency situations or pre-planned and approved overtime for peak work periods. The University of Florida defines overtime as work that is required or permitted beyond the 40 hour University workweek. It is a supervisor's responsibility to insure that unauthorized overtime is not worked. The work schedule should be arranged so that overtime usually is not required. In situations where the department's mission cannot be carried out unless overtime work is authorized, overtime work may be allowed. Departments should follow procedures established by their Vice President for obtaining prior authorization for use of overtime.

#### **DCP will employ the following procedures for compliance of overtime policies effective immediately:**

In addition to the federal law and the overtime policy established by the University, **the College of Design Construction and Planning requires that ALL overtime be approved by the employee's supervisor prior to the pay period that the overtime is requested for non-exempt employees.** Any overtime in excess of 1 hour per pay period, should be approved by the Dean's office using the appropriate Authorization to Work Overtime Hours Form. [DCP OT Authorization Form.docx](#)

Below is a link to the University's policies:

<http://hr.ufl.edu/manager-resources/classification-compensation/compensation/wage-and-hour-law/>