Physical Plant Overtime Procedure

*For non-exempt staff members only

Compensatory time

A non-exempt staff member has the option for compensatory time within a single pay period. In the event that a staff member works more than forty hours in the first week of a pay period, he or she has the option to be paid at time-and-a-half for the additional hours during the two-week pay period OR he or she may elect compensatory time within the same two-week pay period at a time rate of 1.5 hours for each overtime hour.

All compensatory time or overtime must be approved in writing in advance by the supervisor in consultation with the divisional vice president. A non-exempt staff member choosing to take compensatory time must first have the time off approved by his or her supervisor so it does not interfere with the overall work and efficiency of a particular office.

Overtime

Calvin College strives to staff all operations at a level that prevents regular overtime by non-exempt staff. The use of part-time staff members to fill the gaps is usually a more economical approach. However, when exceptions arise, in compliance with Department of Labor standards, Calvin College compensates staff members at a rate of 150 percent of the staff member’s standard hourly rate for time worked in excess of 40 hours per week. All overtime must be pre-approved in writing by the staff member’s supervisor in consultation with the divisional vice president.

Compensation

Time worked beyond forty hours in any given week is compensated at 150 percent of the standard hourly rate. For a week during which a staff member has been absent, a portion of the time because of illness, vacation, funeral leave, jury duty, or a holiday, any extra hours worked are paid at the regular hourly rate until total hours worked for that week exceed 40.

NOTE: Currently employees will be compensated using compensatory time. Any paid overtime must be pre authorized by the Assistant Director of Building Services

If you wish to find out more information please look at the employee handbook. This can be accessed by going to the HR page of the Calvin website.