

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 415.8</b>		
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	<b>Last Revision Date:</b>	12-12-07	
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Overtime and Compensatory Time

## PURPOSE

The purpose is to establish guidelines for overtime and compensatory time for classified personnel.

## PROCEDURE

### 1. Definitions

- 1.1 *Work week* is 12:01 a.m. Sunday through midnight Saturday.
- 1.2 *Duty days* are those days scheduled as work days according to each employee's advice for hire.
- 1.3 *Nonduty days* are days in excess of the required number of days a less-than-12-month employee is scheduled to work during the fiscal year and, therefore, are not worked.
- 1.4 *Overtime* is time worked in excess of the established work day or work week.
- 1.5 *Compensatory time* is time taken instead of overtime pay for time worked in excess of the established schedule.
- 1.6 *Holidays* are listed in procedure #414.1.
- 1.7 *A call out* is time worked in excess of the scheduled work day or work week when an employee leaves the campus and returns later at the supervisor's request. A call out is appropriate only when work cannot be done during the regular work day or work week.

### 2. Overtime

- 2.1 All classified employees will be paid overtime or given compensatory time for all paid hours over the regular work day or work week at the rate of one and one-half (1 1/2) times the regular hourly rate of pay.
- 2.2 Paid leave such as vacation, sick, or personal leave is not considered hours worked for the purpose of computing overtime pay.
- 2.3 Holidays are considered hours worked for the purpose of computing overtime pay.
- 2.4 Classified employees assigned to work on College holidays will be paid for the day worked, as for a normal day; in addition, they will be paid for the hours worked at the rate of one and one-half (1 1/2) times the regular hourly rate of pay or they may observe the holiday on another day by the end of the pay period following the pay period in which the holiday occurred.
- 2.5 Classified employees who are "called out" between closing time of the regular work day and starting time of the next regular day will earn a minimum of two (2) hours pay. In the case of multiple call outs, the minimum of two hours is calculated for each separate call out.
- 2.6 All overtime will be paid on the earliest possible pay day.

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3. Compensatory Time
  - 3.1 Compensatory time is earned at the rate of one and a half (1 1/2) hours off for each hour worked in excess of the regular work day or work week.
  - 3.2 Compensatory time must be taken by the end of the pay period following the pay period in which it is earned, except in the case of Police Department personnel who accrue compensatory time over the Thanksgiving, Christmas and New Year's holidays. In those instances accrued compensatory time must be taken by March 31.
  - 3.3 Unused compensatory time will be paid on the earliest possible pay day.