


CALIFORNIA INSTITUTE OF TECHNOLOGY  
STAFF PERSONNEL MEMORANDA

SUBJECT  <b>OVERTIME AND EXTENDED WORKWEEK</b>	MEMO NO. <u>11-1</u>
	PAGE <u>1</u> OF <u>4</u>
	DATE <u>October 1, 2003</u>
APPROVED 	, ASSOC. VICE PRESIDENT FOR HUMAN RESOURCES

(This supersedes Memo No. 11-1, dated February 15, 2003)

**1. POLICY**

It is the policy of the Institute to comply with Federal and State laws regarding wages and hours of work and to compensate non-exempt employees for overtime worked.

**2. DEFINITIONS**

a. Non-Exempt Employees

“Non-exempt” refers to those employees who are required by Federal and State laws to be paid time and one-half (and double time where applicable) for overtime worked.

They may be paid on an **hourly** or a **salary** basis.

b. Exempt Employees

Employees whose positions are exempt from Federal and State laws regarding the payment of overtime.

**3. PROCEDURES**

a. Authorization, Calculation and Payment of Overtime

Overtime worked by non-exempt employees must be authorized in advance by the supervisor.

Unless overtime has been previously authorized, non-exempt employees should not report to their work stations more than 12 minutes before the work shift begins or leave their work stations more than 12 minutes after the work shift ends.

(1) Overtime

a) Payment at Time-and-One-Half

An employee receives one and one-half times his/her regular rate of pay, plus any shift differential, for time worked:

1. In excess of 8 hours in a workday

2. In excess of forty (40) hours per workweek. (Refer to PM11, Hours of Work for a definition of workday and workweek.)
3. During the first twelve (12) hours on a paid holiday that is a regularly scheduled workday and/or shift. In addition, the employee will be paid regular holiday pay at straight time. (Occasional employees are paid straight time for the first eight hours worked on a paid holiday or as otherwise required by this policy.)

b) Payment at Double Time

An employee receives double his/her regular rate of pay plus any shift differential, for time worked:

1. In excess of twelve (12) hours per workday.
2. On an employee's second scheduled day off. (This applies only to those scheduled to work five days a week).
3. In excess of twelve (12) hours on a paid holiday that is a regularly scheduled workday and/or shift, (plus regular holiday pay at straight time).
4. All time worked on a paid holiday that is not a regularly scheduled workday and/or shift. In addition, the employee will be paid regular holiday pay at straight time or another scheduled day off.

c) Non-Standard/Staggered/Irregular Workweek Schedules

In addition to the rules specified above, the following also apply to those who work a non-standard/staggered/irregular workweek.

1. An employee receives one and one-half times his/her regular rate of pay, plus any shift differential:
  - a) For the first eight (8) hours worked on the seventh consecutive day of work in a workweek.
2. An employee receives double his/her regular rate of pay plus any shift differential, for time worked:
  - a) In excess of eight (8) hours on the seventh consecutive day of work in a workweek.

(2) Time Worked for Purposes of Computing Overtime

- a) Sick leave, paid holidays, jury/witness duty, leave for death in family and military training leave are considered as time worked in computing overtime for hours worked in excess of 40 hours in a one workweek.
- b) Vacation is not considered as time worked in computing overtime.
- c) Employees may not claim sick leave and/or vacation for a work shift in which eight hours or more have been worked. Paid sick leave and work time combined may not exceed eight hours in any one day.

(3) Compensatory Time

Institute policy does not permit compensatory time off.

(4) Report-In Pay

When a non-exempt employee is scheduled to work at least four hours and reports for work, the employee will be paid a minimum of four hours pay at the regular rate of pay.

(5) Call-Back Pay

When a non-exempt employee is requested to return to work for an emergency or a special assignment after completion of the regular work schedule, the employee will be paid at his/her appropriate rate, but in no case less than a **minimum** equivalent to four hours at the employee's regular rate of pay. If overtime is incurred during the performance of such work, procedures called for in Section 3a(1) are to apply.

(6) Reporting Overtime

Nonexempt/Hourly employees will report overtime in 1/10-hour increments (six minutes) on their Time, Leave and Effort reports.

b. Extended Workweek (EWW) – Exempt Employees

Management at its discretion may provide eligible exempt employees additional pay when there is a compelling need that requires additional work hours over an extended period of time in order to meet deadlines that affect Institute business and operations.

Full-time exempt employees may receive pay for such extra work only when an extended workweek is scheduled in advance, approved by the supervisor, and will occur for a minimum of two pay periods (four weeks) up to a maximum of six (6) months at a time. Exceptions may be granted for projects or missions designated as critical by the Vice President for Business and Finance or the Director of JPL.

(1) Basis for Payment

The EWW supplement may not be greater than 40% of the employees' normal salary, and the combination of weekly base salary and EWW pay must not be greater than \$1,900 per week.

Full days of sick leave, vacation and personal holiday will be paid only at the rate of eight hours per day and will not include the EWW supplement.

(2) Reporting Extended Workweek

A memo signed by the supervisor must be submitted to Compensation section of the Human Resources Department prior to the time the employee begins an EWW assignment. The memo should report the employee's current rate

of pay, additional pay requested for the additional work hours and effective dates (begin and end) for the EWW arrangement.

**4. *EXCEPTIONS***

Any exception to this policy requires the approval of the Associate Vice President for Human Resources and Campus Services or designee.