

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5032

Overtime; State College Employees

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BOARD POLICY

Under provisions of the Fair Labor Standards Act, State College employees not exempted from payment of overtime wages must be compensated for overtime hours worked. Compensatory time off shall be provided for overtime hours, in lieu of payment, as follows:

1. Compensatory time on a one-for-one basis must take place within the work week; e.g., employee works ten (10) hours Wednesday and can be compensated by working six (6) hours on Thursday to avoid exceeding the forty (40) hour limit in one work week. Supervisors may direct employees to schedule work hours so as to avoid exceeding the forty (40) hour per week limitation.
2. Compensatory time on a one-and-one-half basis shall be provided for hours worked over the forty (40) hour per week limitation. Compensatory time should be scheduled as soon as possible, preferably within the same pay period as earned, to avoid large accumulations. Supervisors may direct employees when to schedule and use compensatory time. Employees shall be paid for unused compensatory time at the end of employment.

Policy Adopted: 6/5/93
Policy Revised: 3/15/13