Information

Overtime

Effective

May 1, 1992

Number

PER-3.06

Applicability

This policy applies to University Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258
Email: askhr@louisville.edu

History

Revision Date(s): November 22, 2016; December 10, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; November 22, 2016

Categories

Statement:

For classified employees, approval of the provost, vice president, dean, director, or department/division head is necessary to authorize work performed beyond normal working hours.

To comply with legal requirements, compensation for extra hours actually worked in excess of 40 hours in any workweek must be made by providing compensation at time-and-a-half of the regular rate no later than the end of the next pay period.

In no case shall premium pay for overtime and holiday leave be pyramided or duplicated.

It is expected that professional/administrative employees' working hours, duties, and responsibilities to the university may vary. Such variations are not a basis for additional pay (PER-4.02 Hours of Work).

Related Information:

PER-4.02 Hours of Work

Procedures:

An accurate record of all hours worked must be maintained daily and weekly by each classified staff. Overtime hours should be reported to the Payroll Office on the time report.

Compensation for hours worked above an employee's standard hours, up to 40 hours in a workweek, will be provided using straight-time compensation.

Compensation for hours in excess of 40 hours in a workweek will be provided using overtime compensation.