

NEW RULES FOR OVERTIME PAY

Effective July 1, 2005, the basis for overtime pay changes to “**Hours Worked**” in excess of 40 in a work week, work on a holiday and for full-time employees, work on a scheduled day off per WAC 357-28-255.

Which Employees Does this Affect?

- Overtime Eligible Administrative Professional Employees
(only receive overtime for **hours worked** in excess of 40.
- Civil Service (Non-represented Classified) Employees
- Collective Bargaining Employees without a signed contract

“Hours Types” Eligible for Inclusion in 40 Hours Worked for Overtime

- Regular
- Holiday
- Personal Holiday
- Training Leave

“Hours Types” **NOT** Eligible for Inclusion in 40 Hours Worked for Overtime:

- Annual Leave
- Sick Leave
- Compensatory Leave
- Bereavement Leave
- Civil Leave
- Leave to Vote

If the University holiday falls on an employee’s regularly scheduled day off, in the “Comments Section” of the time report write *“Holiday fell on scheduled day off; employee will use holiday*

on a different day". Record the day in the "Holiday Leave" column on the time report when the holiday is actually taken.

With the supervisor's concurrence, a full-time employee may use the holiday on the prior or the following work day as the holiday; or request an alternate work day to observe as the holiday. The employer may require that the employee request an alternate day off within the same pay period as the holiday. For part-time employees, the employee is entitled to equivalent paid time off for the holiday. The holiday can no longer be accrued as compensatory time.

Excepted Work Week designation goes away and time worked in excess will no longer be paid or accrued as compensatory time. The time may be designated as "*exchange time*" and will be monitored by the employing department.

If an employee is less than full-time and works hours in excess of their scheduled hours, the time **must be paid as straight time**. It can no longer be accrued as compensatory time.

If you have any questions about the above, please contact Human Resources.

Updated 7/6/05