

2405 OVERTIME PAYMENTS - SUPPORT STAFF AND BARGAINING UNIT EMPLOYEES

Effective: December 1986
Revised: May 2014
Last Reviewed: April, 2018
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To establish policy governing the approval and payment of job related overtime to nonexempt staff employees and employees who are covered by collective bargaining agreements (weekly paid).

POLICY

1. Payment for overtime must be made through the University's payroll system
2. Payment for overtime hours must be made in accordance with the applicable bargaining unit agreement and the provisions of the Fair Labor Standards Act. HR Policy 302.5 <https://www.hr.upenn.edu/myhr/resources/policy/compensation/overtime>
3. Departments are responsible for establishing procedures for ensuring that all job related overtime worked by nonexempt staff employees and employees who covered by collective bargaining agreements for work that cannot reasonably be accomplished during normal working hours.
4. Departments are responsible for entering into the payroll system the proper overtime hours for their employees for each pay period end date by the deadline set forth. See payroll website for deadlines <http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/>.
5. Payment for reported overtime will be made in the next regularly scheduled payroll cycle.