



POLICY TITLE: Overtime Policy

POLICY PURPOSE: Overtime policy for University

BACKGROUND:

APPLIES TO: All university employees

DEFINITIONS:

CONTENTS:

**POLICY
STATEMENT:**

No overtime should be worked without prior knowledge and approval of your supervisor and review by the Vice President for Administration and Finance weekly. This policy established by the Kansas Board of Regents instructs the institutions under its jurisdiction as follows: 1) Payments for overtime work shall be held to a minimum and to only those cases of extreme emergency; 2) that each institution develop strict internal controls for the approval of overtime work and that all cases where approval is given, careful documentation must be available.

The only exception to the requirement for advance approval by the Vice President for Administration and Finance for overtime worked will be in the case of unavoidable circumstances, i.e., a snow storm occurs on a weekend and streets must be cleared prior to classes on Monday. In this instance, the request for overtime approval must be in the office of the Vice President for Administration and Finance within forty-eight (48) hours of the time the overtime was worked.

Overtime work with prior approval for payment will be processed each pay period. These overtime hours can be paid only if those hours are reported on the time sheet.

**EXCLUSIONS OR
SPECIAL
CIRCUMSTANCES:**

**RELATED
DOCUMENTS:**

Policies:

Forms:

Other:

KEYWORDS: Overtime, prior approval, payment

RESPONSIBLE OFFICE: Vice President for Administration and Finance

RESPONSIBLE UNIVERSITY OFFICIAL: Vice President for Administration and Finance

ORIGINATION DATE: 7/94

REVIEW CYCLE: 3 years

POLICY ADDRESS:

LAST APPROVED ON: Adopted by President's Cabinet 8/28/2019

REVIEW/CHANGE HISTORY: Adopted by Cabinet 7/94, update 7/1/04
Adopted by ELT 4/8/2016

NEXT REVIEW DATE: 8/2022