



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.2

Title: Overtime Pay Policy

Implementation Date: September 30th, 2013

Last Revised: June 8th, 2016

Last Audited: June 6th, 2016

Introduction

It is recognized that overtime usage is necessary to support university operations. This will require the use of scheduled and unscheduled (emergency) overtime, in order to fully meet all of the needs presented by students, faculty, and staff, including all university operations and events.

Purpose

The purpose of this policy is to regulate the use of scheduled and unscheduled overtime, providing guidelines for its use and overall accountability of Facility Management's overtime budget, ensuring the proper use of the department's monetary resources.

Scope

This policy shall apply to all employees in Facilities Management.

Procedures

It is recognized that PPP-05 of the Human Resources Personnel Policies and Procedures governs pay policies for overtime. The following pay procedures further delineates departmental operational procedures as it relates to the use of overtime:

1. All scheduled overtime must be approved in advance by the Director of Facilities Operations or the Associate Vice-President of Facilities Management. Emergency overtime must be submitted for review to the Director of Facilities Operations or the Associate Vice-President of Facilities Management at the beginning of the next scheduled shift.
2. Overtime slips will be submitted to the Director of Facilities Operations or the Associate Vice-President of Facilities Management to initial as approved or an email approval must be attached to the overtime sheet.

3. If an employee is called in to work on a campus emergency, he/she will be compensated with three (3) hours of overtime. If the employee completes the task, leaves the campus, and is called back on another issue during the 3 hour time frame, then the employee will only be paid for the additional time in excess of the original 3 hours.
4. If a supervisor schedules an employee to work over at the beginning or end of the shift, the employee will be compensated only the hours worked.
5. The Custodial divisions will track overtime on a log that will be subject to weekly auditing and approval. The Associate Director of Custodial Services will approve the overtime log prior to submittal to the Director of Facilities Operations or the Associate Vice-President of Facilities Management.
6. All Facilities Management personnel will complete an overtime sheet and ensure that their overtime is recorded on a work order and time sheet.
7. All custodial divisions will post their sign-up sheets for planned overtime that covers venues and special events.
8. Custodial overtime required to cover vacancies and absences in a building will first be offered to those working in that particular building.
9. The overtime form (Appendix A) must be submitted with the time sheets.

Responsibilities

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with university policies.

References

PPP-05 Pay Procedures

Contact Person

Director of Facilities Operations
Business Director

Forms

Overtime Request Form – Appendix A

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities
Management

Date approved: _____

Audited: June 6th, 2016

Revised: June 8th, 2016

Appendix A



East Tennessee State University
Associate Vice President for Facilities Management, Planning and Construction
Box 70653 X Johnson City, TN 37614-1701 X 423-439-7900 X Fax: 423-439-7670

INTERDEPARTMENTAL COMMUNICATION

To: Facilities Management Office

From: _____, Shop Supervisor

Date: _____

Subject: Request Authorization for Overtime Work for: _____

Date(s)	Justification	Hrs	<input checked="" type="checkbox"/> Request	
			Pay	Bank

Approximate Total Hours Overtime: _____

Approvals:

Director of Facilities Operations

Date

Revision Date: 2/15/2013