



<p align="center">Policy Title</p> <p align="center">Support Employee Overtime Pay Provisions</p>	<p align="center">Original Adoption Date</p> <p align="center">7/1/1973</p>	<p align="center">Policy Number</p> <p align="center">HR-208</p>
<p align="center">Responsible College Division/Department</p> <p align="center">Human Resources</p>	<p align="center">Responsible College Manager Title</p> <p align="center">Executive Director of Human Resources</p>	
<p align="center">Policy Statement</p> <p><u>PURPOSE:</u> In administering the provisions of the Fair Labor Standards Act (FLSA), the College will properly record and maintain records of all overtime accrued for each covered employee.</p> <p><u>OVERTIME:</u> From time to time, employees will be asked to work hours in excess of the normal workweek schedule of 38 3/4 hours or 40 hours. Excess work hours between 38 3/4 and 40 hours per week will accrue and be paid at the current hourly rate. Excess work hours over 40 hours per week will accrue and be paid at the rate of 1 1/2 times the current hourly rate. Leave activity such as holiday, vacation, Paid Leave Of Absence (PLOA) leave, personal leave, compensatory time off, jury duty, without-pay requests and nonscheduled time off will not be credited as time worked toward the normal workweek of 38 3/4 hours or 40 hours.</p> <p><u>ADDITIONAL HOURS WORKED:</u> Work done for the college in a different capacity (excluding occasional or sporadic employment) from the employee's regular employment shall be combined for the purpose of determining overtime.</p> <p>Occasional or sporadic employment means working infrequently, irregularly, or occurring in scattered instances.</p> <p><u>APPROVAL:</u> Excess hours must be requested and pre-approved by the manager prior to being worked. The manager will be required to verify excess hours worked and approve for payment.</p> <p><u>RECORDKEEPING:</u> The College shall <u>maintain and preserve</u> records containing the basic information and data required under this act and, in addition, record the following:</p> <ol style="list-style-type: none"> 1. Number of straight time additional hours worked each workweek. 2. Number of overtime hours worked each workweek. 		
<p align="center">Reason for Policy</p> <p>It is the policy of Lakeshore Technical College to abide by all applicable sections of the Fair Labor Standards Act (FLSA) along with any amendments.</p>		
<p align="center">Cross References and Legal Review</p> <p>Created/Adopted: 7/1/73</p> <p>Reviewed/Revised: 7/76; 11/20/86; 11/16/89; 5/19/93; 6/17/96; 11/26/96; 7/1/04; 7/1/06; 1/22/13; 04/03/2014; 8/25/17; 10/28/19</p> <p>Legal Reference: Fair Labor Standards Act, 29CFR, Part 553, Subpart A, Sections 553.1-553.51; WI Administrative Code IND 72.11</p> <p>Cross Reference: Support Staff Compensatory Time Provisions</p>		



Legal Counsel Review and Approval: N/A

Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits

Definitions