

MAINE COMMUNITY COLLEGE SYSTEM

PERSONNEL AND ADMINISTRATION

Section 412.1

SUBJECT: OVERTIME AND COMPENSATORY TIME

PURPOSE: To prescribe certain standards and procedures governing overtime under the Fair Labor Standards Act for Maine Community College System employees

A. Introduction

MCCS is required to compensate employees in accordance with the Fair Labor Standards Act (“FLSA”). All employees who are not exempt under the FLSA from payment of overtime (“non-exempt employees”) are subject to the overtime pay provisions of the FLSA, and must be compensated for all hours worked on behalf of MCCS whether the work is performed on or off MCCS premises.

B. Standards and Procedures

1. Approval for Overtime

Non-exempt employees are not permitted to work in excess of their regularly scheduled work hours without prior supervisory approval.

2. Overtime Pay

Non-exempt employees who work more than their regularly scheduled hours in a workweek will be paid the regular rate of pay for hours worked through 40 hours in one week, and the overtime rate of one and one-half the employee’s regular rate of pay for all hours worked over 40 hours.

3. Compensatory Time

In lieu of overtime payments, MCCS may grant compensatory (“comp”) time in accordance with FLSA regulations. Employees shall request use of comp time by submitting to their supervisor a leave request, and the granting of leave shall be at the discretion of the supervisor.

4. Recordkeeping

Non-exempt employees must record all hours worked, including any overtime hours and comp time, on a timesheet. The non-exempt employee’s supervisor is responsible for verifying the actual time worked, approving the timesheet, and keeping all time- and pay-related records as required by state and federal law.

REFERENCES: MCCS Policy 412; 29 U.S.C. §213, et seq.; 29 C.R.F. §541

DATE ADOPTED: October 25, 2016

DATE(S) AMENDED: