



**MOLLOY
UNIVERSITY**

Policy # HR.115
Overtime - Essential
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Essential Employees
Last Revised: 09/04/2014
Last Reviewed: 07/01/2022

OVERTIME – ESSENTIAL STAFF

Staff members who are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall be compensated for all hours worked. A non-exempt employee who works more than forty (40) hours in a given work week will be paid at the rate of one- and one-half times the regular hourly rate of pay for all hours worked in excess of forty (40). An employee's regular hourly rate will be paid for hours worked between the scheduled workweek and forty (40) hours.

For Essential Services personnel, hours paid for holidays, vacations, bereavement and personal leave are included in the normal workweek to determine the eligibility for overtime pay and are included in the meaning of hours worked. Non-exempt staff members are not permitted to work overtime without prior approval. Overtime approval sheets are available on the Human Resources web page.

Mandatory Overtime

When overtime needs arise in a department, a supervisor may require overtime of employees. It is expected that employees will work overtime as requested. The supervisor should make every effort to notify employees in advance concerning the date and amount of overtime hours required.