

The Philosophy and Delegation of Authority portions of these procedures contain information basic to the understanding and applicability of attendance and leave provisions pertinent to the overtime situations. Please review the Philosophy and Delegation of Authority information found in Find It to better understand this procedure.

Compensation for Work During a Week with a Holiday - When an employee is required to work on a holiday, he/she is eligible to earn special compensatory leave which must be requested in the same manner as other types of leave.

- Clinical Faculty employees at USF Health are not eligible to earn special compensatory leave (delayed holiday).
- Administration employees are eligible to earn special compensatory leave for work on a holiday if approved by the appropriate VP/Dean or Director. Because Salaried Temporary employees are not hourly, their bi-weekly rates of pay are not impacted by paid holidays. Temporary employees do not earn, use or receive payment for compensatory time. Temporary employees are paid only for the number of hours they actually work.
- Staff employees in both exempt and non-exempt classes receive an equivalent number of hours of special compensatory leave, as specified below. Staff employees in positions in both exempt and non-exempt classes, earn special compensatory leave for work when the following situations occur:

When the Staff employee is required to work on the holiday, the following equation applies: 32 hrs. worked + 8 hrs. worked on holiday + 8 hrs. holiday not observed = 48 hrs. Compensation: 40 hrs. straight time paid + 8 hrs. special compensatory leave earned (delayed holiday)

When the holiday falls on the Staff employee's regular day off and employee does not work, the employee receives special compensatory leave in the amount of the daily number of hours that they normally work. When the actual hours of work during the workweek are 40 or less, but when added to holiday, the total weekly hours exceed 40, the following equation applies: 35 hrs. worked + 8 hrs. holiday observed = 43 hrs. Compensation: 40 hrs. straight time paid + 3 hrs. special compensatory leave earned

Part-time employees are granted a prorated number of hours for a holiday based on their FTE (full-time equivalency).

Overtime Work - Normally, full-time employees will be compensated for 80 hours each biweekly pay period (40 hours each work week). Insofar as possible, supervisors are to prevent situations which require compensating Staff employees for more than 40 hours by adjusting employees' work schedules during the workweek.

When the statutory responsibilities of the university cannot be accomplished unless overtime work is authorized, overtime work may be required. Overtime work is to be approved in advance by an employee's supervisor or other appropriate authority. However, such work is considered compensable for a non-exempt employee even if not authorized by the supervisor if the supervisor permits the employee to continue the unauthorized overtime work.

Adjusting Work Week and/or Leave Use to Minimize Overtime or Additional Hours- Staff Employees - A Staff employee who works in excess of his/her normal number of hours for the workday or who works on his/her regular day off should, whenever possible, have another work day in the work week reduced by the hours so that he/she is compensated for only 40 hours of work for the work week.

The hours worked and leave used by an employee during a work week are to be adjusted by the supervisor so that compensation for hours in excess of 40 is not required, regardless of the type of leave originally approved, including administrative leave, except for job-related disability leave, which must be compensated as hours worked for overtime purposes.

When approving an employee's request for leave, the supervisor may approve the employee's absence but should not approve a specific number of hours of leave to be used. Therefore, at the end of the work week during which the absence occurs, the supervisor approves only the actual number of hours of leave needed to bring the employee's total number of hours of compensation up to 40, with additional hours of absence considered non-work hours.

Compensation for Overtime Worked:

- Exempt Staff Employees
- Temporary Employees
- Non-Exempt Employees

Note: Administration, Faculty and Professional/Salaried Temporary employees are not eligible to be compensated for extra hours worked. Under certain conditions, employees may be eligible for Extra Compensation when holding more than one appointment. Contact the Division of Human Resources, Employment Center (813-974-2970) for additional information.

Temporary Employees - A Temporary employee is eligible for overtime pay for all hours actually worked over 40 in a work week.

Non-Exempt Employees - When an applicable employee's work week cannot be adjusted to prevent an overtime situation, he/she is to be compensated for all hours of work as determined by the applicable collective bargaining agreement (CBA) as follows:

- AFSCME Collective Bargaining Agreement
- PBA Collective Bargaining Agreement
- UFF/GAU Collective Bargaining Agreement

If permitted by the collective bargaining contract/agreement, each Vice President/Provost may authorize the earning of overtime compensatory leave in lieu of receipt of payment for overtime worked. This authority may be further delegated to organizational unit heads.

An employee's supervisor or other appropriate authority and the employee should discuss and agree upon the method by which the employee will be compensated prior to overtime being worked. All hours of work are to be reflected on the timesheet

Exempt Staff Employees - When an exempt employee's work week cannot be adjusted to prevent an overtime situation, he/she is eligible to earn regular compensatory leave in an amount equivalent to the actual time worked in excess of 40 hours in the work week, with a maximum accrual of 120 hours. All hours of work are to be reflected on the timesheet. Refer also to: the following sample equation for calculating regular compensatory leave:

Example - actual hrs. worked in work week: 44 hrs.

40 hours of pay at the regular hourly rate of pay
Employee earns 4 hours of regular compensatory leave to be taken off at a later date, but as soon as possible.

When an employee has accrued 120 hours of regular compensatory leave and is required to work additional hours over 40 due to an extraordinary work situation, the Vice President (who may delegate to the Dean/Director) may authorize payment for the regular compensatory leave earned in excess of 120.

Supervisors are encouraged to prohibit overtime work until the leave balance can be reduced.