

Overtime Policy

In accordance with the Federal Labor Standards Act (FLSA), non-exempt administrators are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per work week. Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

A full-time work week at the University is typically 37.50 hours per week (excludes unpaid meal breaks) though this may vary for positions at the Auditorium Theatre of Roosevelt University and positions covered under collective bargaining agreements. If authorized, hours worked by a non-exempt employee from 37.01 through 40 hours per week will be paid at the regular hourly rate and hours above 40 are paid at one and one-half the regular hourly rate as required under the FLSA. Exceptions may be made for on-call work hours.

The work week begins at 12:00 a.m. and ends at 11:59p.m. each Saturday for all University employees (referred to as a Sunday through Saturday work week). Auditorium Theatre weekly-paid employees' work week begins at 12:00 a.m. and ends at 11:59 p.m. on Sunday (referred to as a Monday through Sunday work week).

Scheduling and Working Overtime

Before overtime is worked, an employee must have a written approval from his or her supervisor. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination. At the supervisor's discretion, an employee's work schedule may be adjusted during a work week to avoid overtime.

Remote Work

Non-exempt employees should perform all work on campus. Working remotely, including checking e-mail or voice mail prior to or after the scheduled work day, is not authorized as this would be considered reportable work time and may result in unauthorized overtime.

Time Worked

Approved paid absences, including but not limited to sick, vacation, holidays, disability, jury and witness duty, and funeral/bereavement leave, and voting time off are paid at an employee's regular rate of pay, and are not counted as time worked for the purposes of computing overtime.

Compensatory Time

Roosevelt University does not allow accrual of compensatory time by exempt or nonexempt employees.