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PROCEDURE SUMMARY

Under the federal Fair Labor Standards Act (FLSA) non-exempt employees must be compensated for working more than 40 hours in a workweek with either time off or pay. Under Texas law, a non-exempt employee with a combination of hours worked, paid leave, compensatory time, and paid holidays totaling more than 40 hours in a workweek must also receive either time off or pay for the additional hours in accordance with System Regulation 31.01.09, *Overtime*.

This procedure is required by System Regulation 31.01.09, *Overtime*.

PROCEDURES AND RESPONSIBILITIES

1.0 NON-EXEMPT EMPLOYEES

- 1.1 Authorization for overtime must be provided by the department/unit head or designated representative on the determination of need, workload, emergencies, or other demands which require work by employees with specific skills, training, or experience. Overtime work should be scheduled to provide fair and even distribution of overtime work among staff members whose job classifications are appropriate for the required work.
- 1.2 Where granting compensatory time off is impractical, employees will be paid for the overtime. This option is available in limited circumstances and only with the approval of the department/unit head or designated representative.
- 1.3 Overtime not authorized must also be counted as work time. However, non-exempt employees who work without authorization are subject to disciplinary action, up to and including termination.
- 1.4 The normal workweek (starting and ending day and time) cannot be changed to avoid overtime. A supervisor may adjust a nonexempt employee's work schedule in a workweek so the employee does not work overtime.

2.0 EXEMPT EMPLOYEES

Exempt employees are not eligible for overtime payment or compensatory time off. However, under extraordinary circumstances that necessitate work hours beyond those routinely required for the position, such employees may, at the discretion of the Director or designee, be granted compensatory time off in accordance with state law and as outlined in System Regulation 31.01.09.

3.0 FLSA COMPENSATORY TIME OFF

- 3.1 To ease administration of overtime, supervisors should encourage employees to take FLSA overtime during the 12-month period following the end of the workweek in which the overtime was worked.
- 3.2 With the approval of the department/unit head, a supervisor may require an employee to take FLSA compensatory time before using vacation.

4.0 STATE OVERTIME FOR NONEXEMPT EMPLOYEES

An employee may not be paid for unused state compensatory time upon termination of employment or transfer to a state agency outside the A&M System. A terminating or transferring employee may, however, remain on the payroll to expend this type of compensatory time.

4.1

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Regulation 31.01.09, *Overtime*](#)

CONTACT OFFICE

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: September 13, 2007

Reviewed: July 10, 2012

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