

# **FORT HAYS STATE UNIVERSITY**

## **CLASSIFIED SALARY EXPENDITURE & OVERTIME POLICIES**

Effective March 18, 1990 the following policies and procedures will apply to classified staff appointments:

### Resignations and Retirements:

Overlapping of appointments will be limited to the equivalent of five (5) working days i.e., two (2) persons cannot work in the same position for more than forty (40) hours.

### Temporary Replacements:

Contingent upon availability of funds, replacement staffing will be limited to the following: 1) maternity leave, 2) long term disability and 3) extended medical leaves.

### Overtime:

No overtime should be worked without prior knowledge and approval of your supervisor and the Vice President for Administration and Finance. This policy established by the Kansas Board of Regents instructs the institutions under its jurisdiction as follows: 1) Payments for overtime work shall be held to a minimum and to only those cases of extreme emergency; 2) that each institution develop strict internal controls for the approval of overtime work and that all cases where approval is given, careful documentation must be available.

The only exception to the requirement for advance approval by the Vice President for Administration and Finance for overtime worked will be in the case of unavoidable circumstances, i.e., a snow storm occurs on a weekend and streets must be cleared prior to classes on Monday. In this instance, the request for overtime approval must be in the office of the Vice President for Administration and Finance within forty-eight (48) hours of the time the overtime was worked. When overtime is approved to be taken as compensatory time-off, the request cannot be changed to allow payment at time and one-half because "payment" for overtime worked requires approval in advance.

Overtime work with prior approval for payment will be processed by the Personnel Office each pay period. These overtime hours can be paid only if those hours are reported on the time sheet (Form #1) and if the approval (Form #2B) is on file with the Personnel Office.

It will be the responsibility of the supervisor of the person approved to earn compensatory time, to report the time worked. These hours will be entered into the individuals "1½ Comp Earned" balance only if an approval (Form #2B) is on file. When time is used it must also be reported on the Biweekly Leave listing. Comp time should be used within 180 days and should not accumulate to more than 120 hours.

*Adopted by Cabinet 07/94  
Updated 07/01/04*