



**POLICY TITLE:** Overtime Policy

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**POLICY PURPOSE:** Overtime policy for University

**BACKGROUND:**

**APPLIES TO:** All university employees

**DEFINITIONS:**

**CONTENTS:**

**POLICY  
STATEMENT:**

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 Human Resource 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 Human Resource Office.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:** Overtime, prior approval, payment

**RESPONSIBLE OFFICE:** Vice President for Administration and Finance

**RESPONSIBLE UNIVERSITY OFFICIAL:** Vice President for Administration and Finance

**ORIGINATION DATE:** 7/94

**REVIEW CYCLE:** 3 years

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**POLICY ADDRESS:**

**LAST APPROVED ON:** Adopted by ELT 4/8/2016

**REVIEW/CHANGE HISTORY:** Adopted by Cabinet 7/94, update 7/1/04

**NEXT REVIEW DATE:** 4/2019

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