

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.20020 DR

OVERTIME, CALL IN, AND HOLIDAY COMPENSATION FOR REGULAR FULL-TIME
NON-EXEMPT STAFF

3.20020 DR

The vice chancellor of administrative services will ensure that the following overtime, call in, and holiday pay provisions are implemented.

I. Definitions

- A. Overtime: Time worked by a non-exempt staff employee beyond 40 hours in a workweek. These hours do not include time compensated for holiday, vacation, sick and personal leave.
- B. Holiday: An eight-hour period on any day designated as a holiday by the board or the chancellor.
- C. Holiday Work: Time worked by a non-exempt staff employee on a holiday.
- D. Call-In Assignment: Services performed by a non-exempt staff employee either on the employee's normal day off (excluding leave days) or after the employee has departed from work on a normal working day.
- E. Work Week: From 12 am Sunday through 11:59 pm Saturday.

II. Approval Required

Prior approval for overtime or holiday work must be obtained from the appropriate administrator and supervisor against whose budget the time will be charged.

III. Compensation

- A. Overtime Pay: Approved overtime worked will be compensated at 1 1/2 times the employee's regular pay rate.
- B. Holiday Pay
 - 1. Approved hours worked on New Year's Day, Martin Luther King Day Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day will be compensated at two times the employee's regular pay rate plus eight hours at the employee's regular pay rate.
 - 2. Approved hours worked on other days designated by the board or the chancellor as holidays for the district will be compensated at one and one-half times the employee's regular pay rate plus eight hours at the employee's regular pay rate.

C. Call-In Pay:

1. Minimum compensation for a call-in assignment will be two (2) hours of pay plus mileage to and from the employee's residence.

Approved: Chancellor
July 8, 1985

Revised: June 5, 1979
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