



Brandeis University

Overtime Pay

Policy Statement

Brandeis University complies with state and federal laws pertaining to overtime pay. Employees in positions that are non-exempt under these laws are paid at the rate of time and one-half for all work actually performed after 40 hours in a given work week. Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act and are expected to work the hours necessary to fulfill the responsibilities of their position.

Applicability

This policy applies to Brandeis staff.

Guidelines

It is the responsibility of supervisors to authorize all overtime for non-exempt employees. Non-exempt employees whose normal workweek is 35 hours, will be paid straight time for any hours worked between 35 and 40 in any given week. They will be paid 1.5 times their hourly rate for any hours worked over 40 in any given week. Paid time off such as vacation, personal, sick, holidays, etc. is not included in the computation of hours worked for purposes of determining overtime.

This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

Office of Human Resources
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