

## **Brookdale Community College College Regulation**

### **3.6003R Overtime Authorization and Use**

#### **I. Title of Regulation**

Overtime Authorization and Use

#### **II. Objective of Regulation**

To ensure that Brookdale Community College (the College) compensates non-exempt employees in full compliance with federal and state labor laws and that overtime is administered responsibly and consistently across departments.

#### **III. Authority**

Bylaws of the Board of Trustees, Fair Labor Standards Act

#### **IV. Regulation Statement**

Brookdale Community College is required to properly compensate non-exempt employees for all work performed. Non-exempt employees cannot perform work to benefit the College beyond their regular number of hours without compensation.

#### Overtime Approval and Oversight

Supervisors must make every effort to manage schedules to avoid overtime and explore alternate options such as adjusted shifts or hourly coverage

If overtime is needed, supervisors should schedule overtime in advance and confirm budget availability prior to assigning or approving overtime.

In a circumstance that an employee sees that overtime is needed to complete critical and time sensitive work, the employee must consult with the supervisor for approval before working overtime.

Overtime compensation shall follow the applicable collective bargaining agreement and state and federal wage laws.

### Recording Overtime

A single properly prepared Additional Time/Time Exception Report is completed for all overtime worked in a pay period, using the exception code “A – Additional Hours.” The reason for the overtime shall be included in the “Comments” section.

Both the employee and their supervisor must sign the form to certify its accuracy. Completed reports must be submitted to the **Payroll Department** no later than the payroll due dates established annually by the Payroll Department.

### Compliance and Accountability

Employees who work overtime without being scheduled or approved by the supervisor must still be compensated for their time in accordance with the law. However, such actions constitute a violation of College policy and must be addressed by the supervisor. Repeat or egregious violations may result in disciplinary action.

Supervisors are responsible for ensuring the accuracy of time records and that overtime is necessary and justified. Failure to manage or document overtime appropriately may result in disciplinary action.

Cabinet will review institution-wide overtime reports and trends regularly to ensure compliance, fiscal responsibility, and operational oversight.

Advance notice for mandatory overtime or scheduling changes within the week may not be possible in all cases but affected employees will be given as much notice as possible. Employees who refuse to work additional/changed hours will be subject to discipline although the College will strive to accommodate employees who have conflicts between mandatory overtime/schedule changes within the week and personal obligations.

## **V. Responsibility for Implementation**

Associate Vice President, Human Resources

Approved: President, 05/08/2019\*

Approved: President, 8/27/2025

\*Previously titled: Approval and Use of Overtime.