

# Policies & Procedures (<https://www.rochester.edu/policies>)

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OVERTIME PAY

## POLICY

# Overtime Pay

LAST

REVISED

Print Download PDF(<https://www.rochester.edu/policies/policy/overtime-pay/?pdf=1>) Email(<mailto:?subject=Overtime Pay&body=https://www.r>)

ON 12/

2024

**This policy applies to:** All hourly paid faculty and staff.

Individuals represented by a collective bargaining unit should refer to their contract agreement.

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## I. Policy

Situations requiring overtime pay should be avoided whenever possible. When work demands require an employee to work in excess of 40 hours in a work week the employee is eligible for and must be paid overtime pay at a rate of one and one-half times their regular hourly rate of pay for the work week.

Employees whose **weekly work hours exceed 40 will be eligible for overtime pay.** All work performed for the University regardless of where it is performed must be included in calculating weekly overtime as appropriate.

## ABOUT THIS POLICY

### Policy Number

223

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

Daniel Salamone

### Contact Information

daniel.salamone@rochester.edu (mailto:

daniel.salamone@rochester.edu)

## ADDITIONAL RESOURCES

### myURHR Training Materials

(<https://www.rochester.edu/human-resources/professional-success/myurhr/training/>)

## RELATED POLICIES

### Work Schedules: Meal and Rest Periods

(<https://www.rochester.edu/policies/policy/meals-rest/>)

### On-Call Pay

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