

SAP 31.01.09.T0.01 Overtime



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Procedure Statement

In accordance with System Regulation 31.01.09, *Overtime*, all Tarleton State University (Tarleton) non-exempt employees must obtain advance authorization prior to working overtime from the immediate supervisor or chain of approval up to the department head. If the situation does not allow for the advance authorization, such as emergency response or on-call response, the employee must obtain the authorization as soon as possible.

Reason for Procedure

This procedure supplements System Regulation 31.01.09, *Overtime*, and establishes guidelines and procedures for approval and reporting of overtime for non-exempt employees at Tarleton.

Procedure and Responsibilities

1. EARNED OVERTIME

- 1.1 Overtime hours earned and not paid will first be approved by an employee's immediate supervisor. Earned overtime hours will be reported by the employee on their bi-weekly timesheet within the human resource information system's time tracking program.

2. PAID OVERTIME

- 2.1 To have overtime paid instead of banked, the department must submit a memo requesting approval to pay overtime up through the appropriate divisional vice president/provost. The memo provides overall approval to have any or all overtime paid.

- 2.2 Pre-approved paid overtime hours will be reported by the employee on their bi-weekly timesheet within the human resource information system's time tracking program and approved by the employee's immediate supervisor.

3. UNAUTHORIZED OVERTIME

- 3.1 Overtime not authorized must also be counted as work time. However, non-exempt employees who work without authorization are subject to disciplinary action, up to and including termination.

Related Statutes, Policies, or Requirements

[System Regulation 31.01.09, *Overtime*](#)

Contact Office

Employee Services Department
254.968.9128