



Overtime Approval (6.27)

PURPOSE

The purpose of the Overtime Approval Policy is to establish campus wide budgetary control for the cost of overtime.

POLICY

1. Compensatory time and overtime payments shall be available to clerical and support employees only.
2. Tennessee State University has a 37.5 hour work week.
3. Both compensatory time and overtime pay shall be granted at the straight time rate for hours worked up to 40 in a work week and at time and one-half for any hours in excess of 40 in a work week.
4. All overtime pay must be approved by the President before the hours are worked by the employee.
5. Employees shall receive compensatory time for overtime hours worked without prior approval, unless otherwise provided as an emergency exception to these policies.

PROCEDURE

1. The immediate Supervisor of the employee(s) requiring overtime must initiate an Overtime Authorization Form (See attachment #1).
2. The Director or the Department Head must approve the overtime and forward to the appropriate Vice President for approval.
3. The Vice President must approve the overtime and forward to the Budget Office for approval.
4. The Budget Office will forward the approved Overtime Authorization Form to the President for approval.

5. After all approvals have been received; the copies of the Overtime Authorization form will be distributed as follows:

- a. Office of Human Resources
 - b. Budget Office
 - c. Department Head/Director
 - d. Immediate Supervisor
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REFERENCE

Updated 9/2014