

EDINBORO UNIVERSITY OF PENNSYLVANIA

AUTHORIZATION OF OVERTIME-Policy No. C043

Supersedes Policy No. C043, Dated July 28, 1992

Recommended for Approval By Richard E. Morley, Vice President for Financial Operations and Administration

Approved By Foster F. Diebold, President on March 3, 1996

Review Date: As Required

INTENT

It is the intent of this policy to establish a basis upon which overtime pay is authorized at Edinboro University.

POLICY

1. All university managers must seek to accomplish the work assigned to their units within regular working hours. Overtime should not be requested, nor will it be authorized, except in extenuating circumstances, such as weather emergencies, facility emergencies, or schedule deadline requirements.
2. Requests to authorize overtime must be made to the appropriate Vice President or his/her designee and be in compliance with the prevailing collective bargaining agreement, if applicable. Approval of such a request must be obtained in writing (by memo or E-mail) before any manager may authorize overtime for any University employee.

PROCEDURES

1. Supervisor notifies manager of the need for overtime.
2. Manager provides written documentation to the Vice President of the need for overtime.
3. If and when authorization is received in writing, manager informs supervisor of approval.
4. In cases of extenuating circumstances of emergency, a department head may authorize overtime, informing his/her Vice President as soon as possible. After the fact, written documentation (as in para 2. above) will follow this overtime action.