
Procedures for Pre-Approval of Overtime for Assistant to HEO Staff

- CUNY Reclassification of Assistant to HEO positions as non-exempt results in eligibility for pay for overtime as indicated in the overtime provisions of the Fair Labor Standards Act (FLSA).
- Regular salary is based on a **35-Hour Work Week** (includes an unpaid hour break for lunch)

Definitions

- **Workweek** – The time span of seven consecutive 24-hour periods within which the University calculates overtime hours and corresponding pay. Unless otherwise specified by contract, Hostos or University policy, CUNY's workweek begins at 12:01AM on Sunday and ends at midnight on the following Saturday.
- **Workday** – The period of 24-hours beginning at 12:01 AM and ending at midnight.
- **Overtime work** – Time **worked** over 40 hours in a **workweek** by a non-exempt employee. (Does **not** include hours away from work – sick, vacation, unscheduled, etc.)

Pre-Approval Authorization Form – Must be processed and approved as indicated below **before** working additional hours and immediately routed to Human Resources.

Reason for Overtime must be identified. Overtime should not be granted to perform regular assignment. Additional work should indicate urgent need to avoid losses (i.e. property, revenue, etc.) inconvenience to students or public.

Timesheet Processing – Monthly timesheet must indicate, as exception, the additional hours worked beyond regular schedule for each day of overtime (**note in comments section**). Overtime will be processed once a month, upon timely submission of the monthly timesheet. Timely submission means that the Pre-Approval form is pre-authorized and submitted to HR **immediately** and the monthly timesheet is submitted and approved by the eighth (8th) of the following month for which overtime has been authorized and worked.

Flow of Pre-Approval – From Employee ---Department Head---Division VP---Budget Officer---Human Resources---Payroll (Note: HR will route to Payroll)

Calculating Overtime – The hourly rate will be determined by dividing the annual salary by 1827 (hours worked in one year/35 hour work week). For hours 36 through 40, payment will be made at the hourly rate of pay for each hour. For pre-approved hours beyond 40 in a work week, payment will be made at one and a half times the hourly rate of pay (also referred to as time and a half).