

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND
AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW), AFL – CIO and its
LOCAL UNION 4121 (UNION)**

MOU – OVERTIME

All salaried Postdoctoral Scholars currently employed by the University are overtime exempt. Should any salaried Postdoctoral Scholar employed by the University become overtime eligible in accordance with federal or state overtime regulations, the parties agree the following will apply only to salaried Postdoctoral Scholars employed by the University:

~~A. Overtime eligible employees are required to track their hours worked as directed and shall be compensated at a rate of one and one-half (1-1/2) times the employee's straight time hourly equivalent rate for work in excess of forty (40) hours in one (1) work week.~~

A. Non-Exempt Postdoctoral Scholars must track the total number of hours they work and report them by the end of each pay period.

B. Work in excess of forty (40) hours in a workweek constitutes overtime for overtime eligible employees. Only time worked shall be counted for the purpose of computing overtime compensation.

C. Overtime worked by eligible employees shall be compensated at a rate of one and one-half (1-1/2) times the employee's straight time hourly rate.

D. The work week is defined as Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.

E. Overtime must be approved in advance by the employing official or designee. Whenever overtime work is required, the employing official shall determine the employees needed to work overtime on the basis of their relevant experience. Nothing in this article prohibits the preapproval of overtime. Supervisors may prospectively authorize overtime for designated employees on designated projects for a designated period of time. Prospective authorization will be in writing.

~~F. Overtime-eligible employees shall receive monetary payment as compensation for overtime worked; however, employees may request and may be granted compensatory time off accrual at one and one-half (1-1/2) times the overtime hours worked in lieu of monetary payment. Granting of compensatory time is at the employing official's discretion.~~

F. Overtime-eligible employees shall receive monetary payment as compensation for overtime worked; however, employees may request and be granted compensatory time off accrual at one and one-half (1-1/2) times the overtime hours worked in lieu of monetary payment.

- G. Overtime work that is needed but not budgeted may be offered to, but not required of, an employee contingent on the employee's willingness to accept compensatory time instead of overtime payment.
- H. Compensatory time must be used or cashed out by the end of the employee's appointment period. The employee's unused compensatory time balance will be cashed out at the end of the employee's appointment period or when the employee leaves University employment for any reason. The employee's compensatory time balance may also be cashed out if required by the timeline of the funding source(s) as determined by the Employer or when:
- a) The employee transfers within their department to a position with different funding sources,
 - b) The employee transfers to a position in another department, or
 - c) Funding for employee changes such that the new source cannot cover the cost of the compensatory time pay out.
- I. Use of accrued compensatory time shall be approved by the employing official with consideration being given to the work requirements of the department and the wishes of the employee. Compensatory time off may be scheduled by the employee's supervisor during the final sixty (60) days of the appointment period.
- J. Annually, the Union will receive a list of Postdoctoral Scholars who will move from overtime exempt to overtime eligible on or about January 1.
- K. The University ~~will make~~shall require training ~~available~~ to Postdoctoral Scholars and supervisors (which ~~may~~shall include PIs) regarding the requirements for recording and approving accurate time tracking. This training will be jointly developed by the Employer and the Union.

- L. On or about October 1, 2023, the University will remind supervisors of the legal requirements outlined in this MOU. Additionally, the University will inform Postdoctoral Scholars of available resources related to time tracking.
- M. Time tracking concerns are appropriate issues for Joint Union Labor Management committee meetings.