

Article XX: OVERTIME

1. The federal Fair Labor Standards Act and the Washington State Minimum Wage Act govern which positions are as a matter of law exempt or non-exempt from overtime payment eligibility. Whenever overtime work is required it must be approved in advance by the Employer, except as otherwise specified below.
2. Overtime exempt employees
 - A. Overtime-exempt employees do not receive overtime compensation or compensatory time off. Overtime-exempt employees may be required to work evenings, nights, holidays, or weekends when deemed necessary by the Employer.
 - B. Employees are expected to work to complete their job responsibilities, which sometimes may involve working beyond their normally scheduled hours.
 - C. An occasional supervisor-approved, partial-day absence does not require the use of paid time off.
3. Overtime Eligible Employees
 - A. 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.
 - B. 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.
 - C. Overtime eligible employees may work up to 15-12.5 hours of overtime per month pay period ~~work week~~ (pro-rated for part time employees) without preapproval provided that all hours are worked pursuant to the responsibilities assigned to the position, on making progress toward professional goals, and/or on demonstrating the research and creative capabilities of the employee. Full-time overtime eligible employees must receive preapproval from the appropriate supervisor to work more than 15-12.5 hours of overtime per month pay period ~~work week~~ (pro-rated for part time employees).
 - D. 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.
 - E. ~~Unfunded Compensatory Time:~~ Overtime work that is needed but not funded may be offered to, but not required of an employee, contingent on the employee's willingness to accept compensatory time instead of overtime payment. ~~This compensatory time cannot be cashed out or converted to cash to cover a salary overpayment.~~
 - F. Compensatory time must be used or paid for by June 30th of each fiscal year unless unfunded as described in Section H. The employee's unused compensatory time balance will be cashed out every June 30th 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 the employee:

1. Transfers within their department to a position with different funding sources, or
 2. Transfers to a position in another department.
- G. Compensation paid to an employee for accrued compensatory time shall be paid at the rate earned by the employee at the time the employee receives such payment.
- H. 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 employing official during the final sixty (60) days of the fiscal year.
- ~~I. Unfunded Compensatory Time: Overtime work that is needed but not funded may be offered to, but not required of an employee, contingent on the employee's willingness to accept compensatory time instead of overtime payment. This compensatory time cannot be cashed out or converted to cash to cover a salary overpayment.~~

~~4. Field Work Overtime~~

- ~~A. Employees doing field work shall be paid continuous "field pay" from the time they leave to travel to their field work location until they return to their regular work location or home in addition to receiving their regular pay and any earned overtime pay.~~
- ~~B. Employees working in the field will be paid a minimum of 8 hours each workday in the field in addition to field pay for all hours spent in the field. All hours worked over 8 in the field are paid at the overtime rate (1.5 times the regular rate of pay) in addition to Sea and Remote Research field pay.~~
- ~~C. "Field work" is defined as all working hours spent at a location or traveling to a location other than the employee's regular work location that does not allow the employee to be back to their regular work location or home within 12 hours of leaving the regular work location for purposes of meeting the responsibilities of the position, their professional goals, and/or demonstrating their research and creative abilities.~~
- ~~D. "Field Pay" is 15% of an employee's regular rate of pay paid for all hours worked in the field.~~