

**Procedure Title:** Overtime  
**Procedure Number:** 03-2006-0008  
**Board Policy Reference:** IV.B. Human Resources Direction  
**NWCCU Standard:**

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**Accountable Administrator:** President  
**Position responsible for updating:** Chief Human Resources Officer  
**Original Date:** 07-05-06  
**Date Approved by Cabinet:** 08-01-06  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 08-03-06  
**Date Posted on Web:** 07-15-09  
**Revised:** 07-09  
**Reviewed:** 07-13

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**Purpose/Principle/Definitions:**

The College may budget funds for overtime.

The work week is defined as seven consecutive days covering Sunday at 12:00 a.m. to Saturday at 11:59 p.m. Normally, overtime is defined as time worked over 40 hours in one week; however, a collective bargaining agreement to the contrary overrides this rule.

If funds are available, overtime will be compensated at not less than one and one-half times the rate of pay or the designated bargaining unit rate. The College will calculate the rate of pay for any staff member working overtime who is paid by the hour.

If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed.

The College will develop administrative regulations to implement this policy to include overtime request procedures, establishing rate of pay and scheduling compensatory time.

**Legal References:**

ORS 279.340

Fair labor Standards Act of 1938, as amended, 29 U.S.C. Sections 206 and 207.