



FERRIS STATE UNIVERSITY
PHYSICAL PLANT

Effective 2/03

Management of Overtime

Policy objective

To promote the judicious management of overtime expenditures.

Policy Statement

Overtime may be authorized when management is satisfied that the work or service involved is essential, and that overtime is the most appropriate and cost-effective way of doing this work or providing this service.

A definition of overtime is provided in appendix A of this policy.

Application

This policy applies to all departments of the Physical Plant.

Policy Requirements

It is the responsibility of departments to manage overtime in a way that will ensure that its use is kept to an appropriate minimum and its cost is justified.

Effective immediately, overtime is restricted to emergencies only. Any exceptions will require the application of a form requesting an exception to this policy (see attached form) and must be submitted for approval to the Associate Vice President for Physical Plant or his designee. Overtime situations will be evaluated on a case-by-case basis following this policy until further notice.

Incorporated as part of this policy is the policy dated June 2002 entitled “AFSCME Non-Emergency Overtime” Department Policy (see Appendix B) for guidelines to utilize once overtime has been approved

The following guidelines for rest periods applies when scheduled overtime is approved:

1. Less than 4 consecutive hours of scheduled overtime = No rest periods
2. 4 consecutive hours of scheduled overtime = One paid thirty (30) minute rest period

Monitoring

In monitoring a department's administration of this policy, the Associate Vice President for Physical Plant will rely on evidence of the extent to which overtime is being effectively managed. Included in this consideration will be such factors as:

- whether clear service standards exist to justify overtime use, and
- whether economical alternatives to overtime are being considered and used, where appropriate.

Inquiries

Inquiries about this policy should be referred to the responsible administrative personnel in each respective department who, in turn, may direct questions regarding policy interpretation to the following:

Associate Vice President for Physical Plant.

Appendix A - Definition

Overtime for the purposes of this policy, is defined as authorized time worked by an employee in excess of the standard daily or weekly hours of work and for which the employee may be entitled to compensation pursuant to the provisions of a collective agreement or administrative action.

Appendix B – Incorporated Policy June 2002

Department Policy Dated June 2002 – AFSCME Non-Emergency Overtime (attached)