

UNIVERSITY OF DAYTON POLICY AND PROCEDURES FOR SPONSORED PROGRAMS	Procedure	
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INTRODUCTION

Normal working hours for Research Institute employees are 8:00 am to 5:00 pm Monday through Friday, with a one-hour lunch period, generally taken between 11:30 am and 2:00 pm. The University of Dayton work week is defined as 12:01 am Monday through 12:00 midnight Sunday.

In accordance with regulations established by the Wage and Hour Division of the Department of Labor, employees are classified as exempt or non-exempt. Exempt positions include executive, administrative, and professional. All other positions in the University are classified as non-exempt. Research employees in technical and support staff positions are included in the non-exempt category.

DEFINITION

Overtime is defined as the time in excess of eight hours in a single day that an employee actually works, and when the total hours worked during a week exceed forty. Under normal circumstances, no overtime premiums are allowable on Research Institute projects.

CIRCUMSTANCES UNDER WHICH OVERTIME PREMIUMS MAY BE AUTHORIZED

Overtime premiums will only be authorized under three circumstances:

1. Emergencies such as those resulting from accidents, natural disasters, breakdowns, or specific situations that will result in significant cost savings to the government.
2. Operations that are continuous in nature and cannot be interrupted or completed by other means.
3. Special circumstances that cannot be performed by normal means.

AUTHORIZATION OF OVERTIME WORK

Non-exempt employees may be authorized, under special circumstances, to draw overtime pay at time-and-a-half. Exempt employees may be expected to work in excess of the normal work week without additional compensation.

In the event that a job requires overtime, prior authorization is required, and will be granted only when it is impossible to meet contractual schedules by any other means.

Requests for overtime must include the following information:

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A description of the necessity for the overtime

The effect that denial of the request will have on the project

Reasons the required work cannot be completed by other means

Estimates of the time required to complete the work

Estimated overtime premium costs

Requests are to be forwarded in writing from the appropriate supervisor to the to the Associate Director having direct line management responsibility for area being affected. Requests must be approved in writing prior to performing any overtime work.