

# Central Information Technology Services

## Overtime Policy

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### **Overtime for Exempt, Non-represented Employees (includes Information Systems Supervisor 2)**

- In general, the salaries paid to these employees are intended to fully compensate for the total responsibilities of the position regardless of the number of hours worked.
- In those cases where the tasks being performed are clearly outside the position description (e.g., work is performed for different employing unit on an emergency basis), compensation will be allowed, on an hour for hour basis.
- If the work performed meets the criteria for compensation, a timesheet must be completed and retained by the campus for five (5) years. In cases where compensation is not allowed, employees must complete a leave report form, which must be retained by the campus for five (5) years.

### **Overtime for Exempt, Represented Employees (includes Senior-level IS positions)**

- In general, the salaries paid to these employees are intended to fully compensate for the total responsibilities of the position regardless of the number of hours worked. The current Wisconsin Professional Employees Council (WPEC) contract does not spell out any situations where overtime compensation for exempt, WPEC-covered positions is required.
- However, Professional Time may be approved in recognition of the employee's status as a professional for additional time worked in excess of his/her scheduled hours of employment. Keep in mind that the concept of professional time is not on an hour for hour basis.
- Requests for use of professional time require supervisor approval.

### **Overtime for Nonexempt Represented Employees (WSEU)**

- Overtime must be paid at 1.5x their normal rate in either cash or compensatory time.
  - Employees must keep accurate records of all hours worked, including those in excess of 40 per week.
  - The Campus must keep time sheets from the past five (5) years on file.
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