

**Policies and Procedures**

Title

Payment of Overtime for  
Employees in Non-Exempt Positions

HR Policy No: 20.001

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Revised: April, 1, 2019

Purpose

To provide guidance on the payment of overtime to those employees who are classified non-exempt as defined by the Fair Labor Standards Act (FLSA).

Applicability

Non-Exempt Employees

Policy

The minimum schedule of work hours for a full-time, non-exempt employee is 35 hours per week. The work week begins on Sunday and concludes on Saturday. On occasion, when workloads or unusual circumstances make it necessary, a supervisor may request that an employee work extra hours. Hours worked in excess of thirty-five (35), to a maximum of forty (40) hours within the same work week, are eligible for straight time pay based on the employee's established hourly rate.

Hours worked in excess of forty (40) per week are eligible for overtime and must be paid at a rate of one and one-half times the employee's established hourly rate. Holidays, vacation days, official College closings due to inclement weather, and bereavement days are considered days worked for the purpose of calculating overtime. Sick leave, whether regular sick time or worker's compensation time, and all other leaves used during the work week, are not included as hours worked for the purpose of overtime calculation. Time and one-half also is paid for overtime hours worked on a Sunday, holiday (both federal and College holidays), or non-scheduled workday (if not part of the regularly scheduled work week). Part-time, non-exempt employees will be paid time and one-half for working on a holiday (both federal and College holidays); however, they are not eligible for holiday pay. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

Providence College expects supervisors and employees to plan appropriately to accomplish work assignments within established work hours and to avoid the need for overtime payments.

Compensatory time off, in lieu of pay for overtime, is not permitted under Rhode Island state law.

All overtime hours must be pre-approved by the department supervisor prior to being worked.

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Employees qualifying for overtime must record the hours on their bi-weekly time sheet through Cyberfriar Webtime Entry and obtain the approval of their supervisor.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.