

## UNRAVELING THE MYSTERIES OF OVERTIME

**OVERTIME COMPENSATORY TIME (OCT):** Only jobs classified as "non-exempt" are eligible for OCT. OCT is release time (time off) that is earned from hours that are **physically** worked over 40 in a workweek. (For TAMIU, a workweek is Thursday through the following Wednesday.) As required by the Fair Labor Standards Act (FLSA), those excess hours **physically** worked over 40 must be calculated at time and a half (multiplied by 1.5). EXAMPLE: If you **physically** work 44 hours in a workweek, 4 hours are the excess over 40 and are calculated at time and a half ( $4 \times 1.5 = 6$ ). So, you accrue 6 hours of OCT.

In some cases, however, if you work more than 8 hours in one day, your supervisor may require you to work fewer hours another day in the same workweek in order to avoid the accumulation of OCT. Employees may accumulate up to 240 hours of OCT, however, those in a public safety, emergency response, or seasonal job may accumulate up to 480 hours.

You keep your rights to your accumulated OCT until you use the time or are paid for it. When you leave employment, you will be paid for any remaining OCT, or, with your supervisor's approval, you may remain on the payroll to use it up.

**STRAIGHT COMPENSATORY TIME (SCT):** In some cases, "non-exempt" employees may be eligible for SCT. If the number of hours physically worked in a workweek are 40 or less, but the combined worked time and time off (i.e., vacation, sick leave, holiday, etc.) in the workweek total more than 40, you will receive SCT for the hours that exceeded 40 in that workweek. Furthermore, those SCT hours are not calculated at time and a half (in other words, for each hour of time in excess of 40, you will receive exactly one hour of SCT). EXAMPLE: If you physically work only 36 hours and are off for 8 hours of sick leave in a workweek, so that the combined worked time and time off total 44, then the excess over 40 are 4 hours. These 4 hours are accrued as SCT.

State law prohibits payment for SCT upon end of employment. However, under A&M System policy, you may remain on the payroll to use up your SCT.

**USING OCT AND SCT:** A "non-exempt" employee must always have permission from his/her supervisor before working overtime. And as is the case with all other requests for time off, an employee must have the supervisor's permission before using any accrued OCT and/or SCT.