PURPOSE

This policy provides guidance to employees of the University of Nevada, Reno Facilities Services Department (FSD) regarding overtime assignments and scheduling.

SCOPE

This policy applies to all FSD employees who may be required to work overtime assignments as part of their job duties. These guidelines are intended to provide policy clarification to applicable sections of the Nevada Administrative Code and Administrative Manual, and may be more restrictive in some areas.

GENERAL

FSD non-exempt employees may occasionally be required to work scheduled, short-notice, or no-notice overtime to support campus events, complete various assignments, or provide essential staff functions.

Supervisors will provide as much notice as possible to employees when an overtime assignment is necessary. However, in the event of an emergency, the department may require personnel to work overtime at any time without advance notice. Overtime assignments and associated compensation must be approved by the Supervisor.

As safety is paramount, and consistent with best practices, FSD limits the amount of time worked to 16 hours in one 24 hour period, and no more than 16 hours of overtime in one work
week. In addition, an employee may not work more than six consecutive days. A University emergency requiring essential staff may require personnel to work outside of these guidelines, upon approval of the appointing authority. For the purpose of this policy, standby status are not considered time worked. Overtime in excess of 120 hours per calendar year must be reviewed by the appointing authority to determine if there is a workload issue. Should overtime occur frequently, repetitively, or as a result of an extended increase in workload, prior vice president approval is required.

In compliance with provisions of the state personnel rules:

- If a non-exempt employee is required to work overtime, the overtime must be authorized and communicated to the employee at least four hours in advance by the responsible supervisor before being worked, unless an unpredictable emergency prevents prior approval and communication.
- The University "workweek" is a calendar week, running from 12:00 a.m. Sunday to 11:59 p.m. Saturday.
- Time and one-half pay or time and one-half hours of compensatory leave for each hour of overtime worked must be granted to all employees who work over 40 hours in a workweek or who work over eight hours in a calendar day. For those employees who are approved or for those employees required to work a variable workweek, overtime occurs after working 40 hours in one week. Variable workweek agreements are in writing, agreed upon in advance of the work performed, and approved by the appointing authority.

OVERTIME SCHEDULING

Supervisors determine the number of employees required for each overtime event. Announcements for scheduled overtime are posted in advance of the event when applicable. Whenever feasible, filling slots for scheduled overtime is accomplished on a volunteer basis. Employees are encouraged to inform the supervisor of their desire to work, or not work, overtime events.

When the number of individuals who desire to work an overtime assignment exceeds the number of required overtime slots, the supervisor refers to a list of employees in order of seniority. The supervisor assigns the most senior individual(s) to the overtime event. Once an individual is assigned an overtime slot, or refuses the opportunity to work an overtime assignment, their name moves to the bottom of the list. Assignments continue in this way until the supervisor works through the entire list; rotation through the list begins again.

When the number of individuals who desire to work an overtime assignment is not adequate to staff the event, the supervisor refers to a list of employees in reverse seniority order. The supervisor assigns the least senior individual(s) to the overtime event. Once an individual is assigned an overtime slot their name moves to the bottom of the list. In this case, the employee does not have the opportunity to refuse the overtime assignment. Assignments continue in this way until the supervisor has worked through the entire list; rotation through the list begins again.
If any employee is pre-approved for scheduled leave time when there is an overtime event, they may be excused from working the assignment. The employee’s spot on the list for assignment purposes remains the same and will not rotate to the bottom of the list.

**ABSENCES FROM OVERTIME ASSIGNMENTS**

Once an individual is assigned to work scheduled overtime, applicable leave policies apply with two exceptions:

1. If an emergency prevents an employee from reporting to work for overtime, the employee must contact the supervisor immediately and, when possible, **at least one (1) hour** before the shift begins. Absences for emergency leave are approved by the supervisor on a case by case basis, in accordance with the FSD Attendance, Leave and Break Policy.
2. **Sick leave for scheduled overtime assignments is not approved without a notice from a medical professional excusing the absence.**

Unexcused emergency or sick leave, or failure to notify of an absence within the specified time frame, is considered unauthorized, taken without pay and subject to disciplinary action.

**IMPLEMENTATION**

The appointing authority for each FSD unit is responsible for the implementation of this policy within the respective areas of responsibilities.

**TRAINING**

All FSD personnel shall receive training by the supervisor on the Overtime policy during the first month of employment. Each FSD supervisor shall ensure review of and compliance with the policy.

**COMPLIANCE**

Compliance with all UNR and FSD policies is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.