Overtime Eligible Administrative Faculty (OEAD)
Frequently Asked Questions

What is FLSA exempt versus non-exempt status?
Employee eligibility for overtime pay is determined by the Fair Labor Standards Act (FLSA). Various tests determine if a position is considered exempt (exempt from overtime pay) or non-exempt (not exempt from overtime pay). Employees in non-exempt positions must be paid for overtime worked. Administrative faculty positions in compensation grade A are non-exempt (Overtime Eligible Administrative Faculty - OEAD).

When is overtime incurred?
OEAD employees earn overtime after working more than 40 hours in a workweek (Sunday to Saturday). An employee must request and be approved to work overtime in advance.

What counts as “work” for the purpose of calculating overtime?
Work includes, but is not limited to, performing your principal assignment, required trainings, work required travel, telephone conversations, responding to work related emails, texting for work related purposes, donning and doffing equipment, etc.

How is overtime compensated?
Either cash pay or compensatory time at a rate of time and one half.

How does compensatory time work?
- UNR recognizes “comp time” as the preferred method of payment for overtime hours worked by OEAD for those employees who enter into a mutual agreement.
- Use of accrued comp time as a form of time off must be requested and approved in advance within six months of the date earned unless otherwise approved by the supervisor.
- OEAD cannot carry a balance of more than 120 hours of comp time.

How do I log overtime?
Within Workday, enter overtime hours using the “Time” worklet.

Can I require overtime for non-exempt employees?
Yes. Supervisors can require overtime when necessary and with compensation. Whenever possible, provide advance notice to employees.

Does an employee need to be paid for overtime if I did not approve it?
Yes. If overtime hours are worked by non-exempt employees, even if unapproved, they must be compensated. Employees who do not seek advanced approval may be subject to disciplinary action.

Can non-exempt employees have flexible schedules?
Yes. Flexible scheduling for OEAD is allowed within the same workweek to reduce overtime liability. For example: if a typical schedule is 8 hours each weekday and a department needs an employee to work a special event for 4 hours on Saturday, the schedule may be adjusted to give the employee 4 hours off another day during the same workweek.
Do I have to maintain a weekly schedule?
Yes. Supervisors must approve a schedule for daily and weekly hours for OEAD employees. Departments are responsible for maintaining, electronically or on paper, the employee’s weekly schedule.

Do I have to track my time?
Yes. OEAD must track hours worked though most will not need to complete a timesheet. Overtime and time off must be recorded as exceptions to the regular schedule in Workday.

How does time off work?
Time off (annual/sick leave and compensatory time) is taken in hour increments and should be requested and approved in advance through Workday using the “Time Off” worklet.

Does approved time off (leave) count toward hours worked?
No. For OEAD, annual leave, sick leave, paid holidays, etc. does not count as time worked for the purposes of calculating overtime.

How is on-call handled?
Departments are discouraged from placing OEAD on-call. However, if such a need arises, employees will be compensated 5% of their regular hourly rate for each hour they are on-call. The on-call pay will be handled as a one-time payment in Workday. Only time spent engaging in work when responding to a “call” is considered time worked and compensable for overtime.

How is work required travel handled?
• Travel time for work required travel is considered time worked and must be compensated as regular or overtime hours.
• Regular home to work travel or hotel to work travel is not time worked.
• Sleeping in hotel while traveling is not time worked.

Do I have to take rest and meal breaks?
• OEAD are eligible for 15 minutes paid rest periods for every 4 hours worked
• OEAD must take a minimum 30 minute unpaid meal period if working more than 6 hours

What are my responsibilities as an employee?
• Adhering to the established schedule
• Requesting manager approval prior to working overtime
• Entering overtime worked in Workday using the “Time” worklet
• Using any accrued comp time within 6 months unless otherwise approved

What are my responsibilities as a manager?
• Establishing, storing, and monitoring a schedule of the daily and weekly hours their employees work
• Reviewing overtime requests prior to an employee working over 40 hours
• Ensuring employees to not have more than 120 hours of comp time on the books; supervisors may schedule the use of comp time
• Proactively managing employee workloads and using flexible schedules
• Communicating clear expectations to employees