

**OVERTIME FOR CLASSIFIED,
SHORT-TERM HOURLY & STUDENT EMPLOYEES**

Overtime Pay = 1.5x regular pay

Applies to:

- Hours over 8 in one day or 40 in one week (includes hours worked and paid leave)
 - Exception: Modified workweek approved by manager & employee will require OT pay only after 40 hours is reached
- Hours worked on a federal holiday
- Hours worked on the 6th & 7th consecutive day (if employee average shifts are 4 or more hours)
- Hours worked on the 7th consecutive day (if employee average shifts are 4 or less hours)

Double Time Pay = 2x regular pay

Applies to:

- Hours over 12 in one day

For additional details please refer to Section 5.5 of the Classified Bargaining Agreement (CBA):

https://www.cuesta.edu/about/depts/humanresources/Collective_Bargaining_Agreements.html

EXTRA HOURS

Applies to: Classified staff only (not students or hourly employees), for additional hours worked beyond their regular hours, up to 8 hours in a day and 40 hours in a week.

Example: You have a 30-hour, 75% FTE employee. They typically work M-F for 6 hours per day. On Tuesday, they work 9 hours total, pre-approved. They would record their hours on the payroll form as follows:

Extra Hours: 2 (brings them to 8 hours total for the day)
Overtime: 1

Example 2: You have a 20-hour, 50% employee. They typically work M-F for 4 hours per day. They cover an event and work 9 hours on Saturday. They would record their hours on the payroll form as follows:

Extra Hours: 8
Overtime: 1