

Effective: July 10, 1990

**Human Resources Policy  
WORKING beyond NORMAL WORK SCHEDULE  
PAYMENT to MANAGEMENT EMPLOYEES**

**Approved:** July 10, 1990  
Revised: February 18, 2002  
President's Advisory Council

This policy will change the method of compensating management employees in Grade Level 140-250 for working beyond their normal work schedule. This policy applies to all management employees covered by the PASSHE Management Performance and Reward Program.

This policy is consistent with the Fair Labor Standards Act and the PASSHE Management Performance and Reward Program.

**Objective**

Provide a consistent process for determining compensation due to management employees when assigned to work beyond their normal work schedule.

**Definitions**

Compensation is time off at straight time (or fraction thereof) or monetary payment (or a fraction thereof).

Payment is monetary compensation.

**Eligibility**

Approved compensation for work assignments beyond the normal schedule would typically be for managers in the operational leadership/professional and management support staff positions. Management employees in pay grades 140 through 180 may, at the approval of the President or designee, be given compensation at time off at the straight-time rate (or fraction thereof) or straight-time (or fraction thereof) monetary payment for hours assigned beyond 40 hours in a work week.

Tactical leadership/senior professional positions in pay grades 190 through 210 may be eligible for compensation beyond 40 hours in a work week in rare and exceptional circumstances, such as a major strike action or other campus emergency.

Strategic leadership and executive positions in pay grades 220 and above are not eligible for additional compensation for working beyond the normal work schedule.

## **Approval**

Prior written approval from the appropriate Vice President or the President shall adhere to the section of the Management Performance and Reward Program Administrative Manual and Resource Guide on Compensation for Working Beyond the Normal Work Schedule.

## **Compensation**

Time off at straight time (or fraction thereof) shall be the first consideration and normal method of compensation.

Paid overtime at straight time (or fraction thereof) shall be the exception.

Payment at time and one-half should not occur under any circumstances.

## **Leave Recording**

When payment has been authorized, the supervisor shall submit the date and hours worked on the Time and Attendance Report.

When time off is approved for management employees in pay grades 140 through 180, a University Leave Slip shall be submitted indicating the remarks section when the time was earned.

Payment, when approved, will be made no later than the pay period following the pay period in which the leave was earned.

Compensatory time should be taken as soon as possible.

Compensatory time may not be carried over from one (1) leave calendar year to another and will not be reimbursed upon separation from the University.