

UC Santa Barbara  
Policies  
Issuing Unit: Personnel Office

Policy 5140

Date: September 1, 1978

#### APPROVAL AND PAYMENT OF OVERTIME

##### I. PURPOSE AND SCOPE:

This procedure establishes the necessary authority and guidelines for approval and payment of overtime.

##### II. REFERENCES:

- A. University of California Business and Finance Bulletin G-32, Reimbursement for Overtime Meals.

##### III. PROCEDURE:

###### A. Approval Authority for Overtime:

###### 1. Department Heads:

Department heads are delegated the authority to approve overtime as follows:

- a. Premium or compensatory overtime required by emergency situations when such work was unplanned and unforeseen and must be performed to maintain or continue necessary services. Overtime worked under emergency conditions shall be reported after the fact to the appropriate dean/provost of the college or school where applicable or to the vice chancellor responsible for the area in which the overtime was worked. This emergency overtime should be reported on an Overtime Approval form (Attachment A, available in the Personnel Office); a copy of the approved form should be submitted to the Accounting Office by the department with the Special Payroll form (see paragraph III .B.3 below).
- b. Call-back, when the employee is ordered back to work without prior notice or when prior notice is given but the work begins at least three hours after completion of the regular work schedule. An employee called back to work receives credit for a minimum of two hours of work time, whether or not actually worked.

###### 2. Vice Chancellors, Deans, Provost:

Vice chancellors, deans/provost where applicable or their designees are delegated the authority to approve overtime as follows:

- a. Non-recurring premium or compensatory overtime which is planned foreseen, and is not of an emergency nature. Such approval must be secured prior to the

overtime being worked, using the Overtime Approval form (Attachment A); a copy of the approved form should be submitted to the Accounting Office by the department with the Special Payroll form (see paragraph B.3 below).

- b. Compensatory overtime in excess of eight hours per month for each employee to be taken off at a later date.
- c. Payment of compensatory overtime at straight time, when it is impossible to take time off at a later date.

3. Chancellor:

Authority to approve overtime as follows is retained by the Chancellor or his designated representative(s):

- a. Planned overtime (premium or compensatory) which is required on a regular and continuous basis for a period of approximately six months or longer and which is the only practical solution to work requirements. This is known as Extended Workweek.
- b. Premium or compensatory overtime requiring prior approval of the department head, dean/provost, or vice chancellor, when approval is requested after the overtime has been worked.
- c. Claims for payment of overtime when such overtime is not reflected on individual Employee Daily Attendance Records and when appropriate prior approvals were not obtained.
- d. Exceptions to permit compensatory time accrued to be taken off six months or more after it was accrued.

4. Vice President, Academic and Staff Personnel:

The Vice President, Academic and Staff Personnel, has authority to approve the following exceptions:

- a. Travel time outside of normal work hours of an employee is not considered to be hours worked, however, where circumstances warrant, exceptions may be authorized in advance by the Vice President, Academic and Staff Personnel.
- b. On-call is time during which an employee is not required to be at his/her work location, but is required to restrict his/her whereabouts and activities to be available for return to work. On-call arrangements and rate of on-call compensation shall be approved in advance by the Vice President - Academic and Staff Personnel.

B. Approval and Payment for Overtime:

Overtime (either premium or compensatory) may be paid as

follows:

1. The department should submit overtime request on the Overtime Approval form (Attachment A) to the appropriate authority, in accordance with paragraph III.A. above, or as formally redelegated.
2. The approval authority will review the request, and notifies approval or disapproval.
3. If approved, the department will submit a Special Payroll form with the approved Overtime Approval form to the Accounting Office following the overtime worked.
4. When an employee is required to work more than two hours past his normal quitting time or to work more than 4 hours on a normal day off, and the department head deems it impractical for an employee to return to his/her residence for regular meal time, the employee may be reimbursed for actual meal expenses up to a maximum of \$5.00. Payments for the actual overtime meal expenses are to be made on a Request for Issuance of Check Form 5), indicating the reason for the payment as reimbursement for overtime meal expenses.

IV. ATTACHMENT:

- A. Overtime Approval Form (available in the Personnel Office).

For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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