



## 2.4 Standard Work Week and Payment of Overtime/Compensatory Time

### Policy Statement

The standard work week for non-administrative classified employees at the University is 40 hours. The work week begins at 12:00am Thursday and concludes at 11:59pm on Wednesday.

### Reason for policy

Per Board of Regents policy, institutions of the University System of Georgia shall establish a standard workweek of forty (40) hours and abide by the provisions of the Federal Wage-Hour Law. Individual units at each institution will schedule the distribution of hours to be worked throughout the week as appropriate.

### Procedures

More information regarding the standard work week for employees can be found in Policy 3.1 under the Human Resources section of the policy library. A link to this policy is included in Related Information below.

### Overtime payment options:

Any nonexempt employee of the University (as defined by the Federal Wage-Hour Law) who is required to work more than 40 hours during a workweek must be compensated for the additional hours by one of the methods listed below. Coded time (e.g., annual leave, sick leave, compensatory time) does not count toward the 40-hour work requirement. The employee should be informed by his/her supervisor which option will be applied prior to working the overtime hours. The decision of which method to utilize is left to the discretion of the employing unit.

- Restructure the employee's schedule within the workweek in order to restrict the total hours worked to 40, thereby avoiding an overtime situation entirely.
- Record the hours as actually worked and pay the employee at one and one-half times their standard rate of pay for all hours worked in excess of 40 in that workweek.
- Allow the employee to accrue compensatory time off at a rate of one and one-half hours for every hour worked over 40 in that workweek. Approved compensatory time is subject to a maximum accumulation of 240 hours. Any amount over 240 must be paid to the employee on his/her next paycheck. Additionally, all compensatory time balances on record as of May 31 must be paid out no later than the final bi-weekly pay period in June each fiscal year.

In regards to exempt employees, the University is not obligated by law to provide compensatory time. However, a supervisor may award compensatory time to exempt employees if it is determined that the situation warrants such an action. This practice should be consistent across the departmental unit and does not have to be on an hour-for-hour basis. Any time awarded but not used in this situation will not constitute a financial obligation to the University. Supervisors are responsible for assigning, monitoring, and ensuring the reporting accuracy of both regular, overtime, and compensatory hours worked, and are also responsible for assessing the budgetary impact of paid overtime.

### Policy definitions

**Compensatory Time:** Nonexempt employees can receive one and one half hours paid time off for each hour worked over 40 hours rather than receiving payment for overtime.

**Exempt Employees:** Employees who are not subject to the Federal Wage-Hour Law and thus are not paid overtime along with other provisions of the law.

**Federal Wage-Hour Law:** Regulates such areas as minimum wage, overtime pay, and child labor for employers and employees covered by the law.

**Non-Exempt Employees:** Employees who are covered by the minimum wage and overtime provisions of the Federal Wage-Hour Law. They may be paid on an hourly or salary basis. These employees will be paid every two weeks (bi-weekly).

---

#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for Finance Division

**Policy Owner:** Payroll

**Policy Contact:** [Julie Camp](#)

**Phone Number:** (706) 542-3431

---

#### FAQs

**What is the maximum number of hours a student can work?**

A student is limited to work only 20 hours per week. This rule enables UGA student pay to be exempt from normal “non-benefits-eligible” employee deductions of FICA HI and GDGP (Georgia Defined Contribution Plan).

For the University to remain in compliance with IRS guidelines, hiring departments must change the status of a student employee to a non-student classification (LBCLR, for example) under **any** of the following circumstances:

- During all breaks (including breaks between semesters) which exceed five weeks
- When the student employee's course load no longer qualifies him/her as at least a half-time student

---

#### Related information

[USG Human Resources Administrative Practice Manual](#)

[Human Resources Policy 3.1: Standard Work Week](#)

[Time and Attendance Recordkeeping for Exempt Employees \(Monthly and Academic/Summer School Payrolls\)](#) | [Payroll Emergency Checks](#)

---

#### Policy Dates

Date Last Updated: 6/7/2019