

Overtime Approval Guidelines
Department of Chemistry and Biochemistry
College of Arts and Sciences, University of South Carolina
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Purpose:

The purpose of this policy is to ensure the overtime pay to nonexempt employees following the guideline provided by USC **HR policy HR 184**.

This guideline is based on USC HR policy HR 184:

1. Normal worktime: *“The normal workweek for university full-time employees is 37.5 hours. However, employees shall not receive additional compensation or compensatory time for hours worked between 37.5 and 40 per workweek. Any employee may be required to work up to 40 hours per workweek without additional compensation or compensatory time.”*
2. Overtime: *“All hours worked by nonexempt employees in excess of 40 hours in an established workweek”.*
3. Overtime guideline: *“Department heads and authorized supervisors may require an employee under their supervision to work hours in excess of the employee’s regular workweek in order to meet the needs of the University of South Carolina. However, the use of overtime should be an exception to the regular work schedule in any department. Every attempt should be made to avoid the repetitive and chronic use of overtime.”*

Overtime approval:

1. Employees who anticipate the need for overtime to complete the week's work must notify their supervisors in advance and obtain approval prior to working hours that extend beyond their normal schedule. Approval is required for hours that exceed 40 hours in a workweek.
2. The **Overtime Request Form** should be used for overtime approval.
3. No overtime will be paid unless the **Overtime Request Form** has been completed prior to overtime.
4. In the absence of the authorized supervisor, approval is required from Associate Chair or Chair of the Department.
5. In the event of an emergency the **Overtime Request Form** must be completed within the week of the overtime worked.
6. It is the responsibility of the employee to submit a signed timesheet for specific overtime work before the payroll will be completed.
7. The form will be returned to the supervisor. The employee is suggested to keep a copy as record.
8. The overtime reported in the weekly timesheet should not go beyond the approved overtime.

Consequences of Overuse of Overtime

9. Employees who fail to obtain approval prior to working hours that extend beyond their normal workweek will not be paid for the overtime work.
10. Supervisors who continually rely on the use of overtime hours to complete a week's work without it being deemed as extenuating circumstances by management will be subject to disciplinary action.