Rock Valley College

Overtime/Compensatory Time, Meal Periods, Inclement Weather, and Other Emergency Days Procedure

RVC Administrative Procedure (3:40.060)

Definitions

Overtime is defined as: Non-exempt employees who work in excess of 40 hours in a given work-week. Overtime rates are not paid until the hours actually worked by the employee exceed 40 hours. Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime.

Work-week is defined as: Any seven-day period the College schedules an employee to work Monday-Sunday. Employees shall have at least one period of twenty-four (24) consecutive hours off during every work-week.

Hours worked is defined as: all time an employee must be on duty, or on the employer's premises, or at any other prescribed place of work. This includes classes after work, whether or not on company premises, if required by the college.

Note: Under no circumstances can a non-exempt employee be required to work without payment.

Overtime

1. Overtime pay is paid at a rate of 1.5 times the regular hourly rate of pay. Employees must physically be at work for 40 hours to be eligible for overtime compensation. Holidays, sick, personal, compensatory and vacation time, and leave time (paid or unpaid) are not considered as actual hours worked unless defined in their Collective Bargaining Agreement (CBA).

2. Overtime must be pre-approved by the supervisor except in emergency situations or unusual circumstances.

3. Employees working on Sundays or paid holidays will be paid double-time for overtime unless Sunday is a regular work day for the employee, provided the employee has worked a 40-hour work week, except during snow removal emergency unless defined in their Collective Bargaining Agreement (CBA) .

4. A minimum of two hours of overtime shall be paid to an employee asked to return to work for an emergency situation. This section does not apply to previously arranged assignments requiring an employee to return to work.

5. In lieu of payment for overtime, compensatory time may be granted.

6. If an employee does not elect compensatory time in lieu of overtime pay, overtime will be paid out on the regular pay day for which the wages were earned. At any time, an employee who is granted compensatory time in lieu of overtime pay may request that the compensatory time be paid out as overtime according to normal payroll schedule.

Overtime Assignment

1. Overtime will be assigned to employees normally assigned to a specific job. Overtime work could be assigned to others within a department also possessing the knowledge and skills necessary to perform the duties but must be offered to those normally assigned first unless defined in their Collective Bargaining Agreement (CBA).

2. Overtime assignments which do not normally require specific skills may be assigned on a rotational basis to other regular employees of the department unless defined in their Collective Bargaining Agreement (CBA) .

Compensatory Time: Non-Exempt Employees

A regular employee in a non-exempt position who in any week works in excess of a total of 40 hours may be granted compensatory time off in lieu of overtime pay for irregular or occasional overtime work.

Compensatory time accumulated by a grant employee and not used will be paid out as overtime at the end of the grant cycle year.

Compensatory time must be treated in the following manner in accordance with Federal Employment Laws:

1. It is approved in advance by the Supervisor, unless the work was required due to emergency or unusual circumstances.

2. The amount of extra work is not less than 30 minutes.

3. No more than a 40-hour accumulation of compensatory time will be carried during the year unless otherwise defined in their Collective Bargaining Agreement (CBA).

4. Compensatory time received by an employee in lieu of cash must be at the rate of not less than one and one-half hours of compensatory time for each hour of overtime worked.

5. Compensatory time will be paid as overtime pay if an employee terminates employment with the College.

6. Compensatory time will also paid out if employees switch departments

Compensatory time is not offered to temporary employees.

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Snow and Other Emergency Shut Downs

When the College closes due to an emergency such as severe weather, bomb threat, etc. the College will pay employees for the hours they were scheduled to work that day. These hours will not be counted as hours worked for purposes of determining overtime unless defined in their Collective Bargaining Agreement (CBA)

An employee not at work that day due to vacation, personal leave, and sick leave or on paid/unpaid leave will not be entitled to receive pay for that portion of the shift the College was closed, however, the employee will be charged for the leave. Temporary employees will not be paid for hours missed due to an emergency situation.

Continuous Part-Time and Full Time Employees dismissed due to an emergency will continue to be paid until the College is re-opened for business. Part time employees and student worker employees will not be paid as they will not work hours due to any emergency campus closure.

Exempt employees are not entitled to overtime or compensatory time accruals.

Meal periods

Every employee who is scheduled to work for 7 ½ consecutive hours or longer shall have at least one 20-minute duty free meal period which begins no later than 5 hours after the start of the employee's work day. The meal period should not be interrupted by more than an insignificant amount of time, such as three minutes. Meal periods cannot be exchanged for work time, except in extreme emergencies, in which the employee can be paid.

Uniform Changing

The time an employee spends in changing into and out of a uniform is **not** considered as hours worked.

Reference: Board Report #6157,6220

Implemented: March 24, 2009; January 25, 2005

Revised: April 8, 2014; December 18, 2025