

## 31.01.09 Overtime



Revised [December 3, 2015](#)

Next Scheduled Review: December 3, 2020

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### Regulation Statement

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The Texas A&M University System (system) is responsible for adhering to state and federal laws governing eligibility and compensation for overtime worked.

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### Reason for Regulation

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This regulation provides guidelines for overtime eligibility and compensation.

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### Definitions

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Click to view [Definitions](#).

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 Under the Fair Labor Standards Act (FLSA), a federal statute, a nonexempt employee must be compensated with either time or pay for working more than 40 hours in a workweek. (See Section 3, FLSA Overtime.) Under Texas law, a nonexempt employee who has a combination of hours worked, paid leave, compensatory time and paid holidays totaling more than 40 hours in a workweek must receive either time or pay for the additional hours. (See Section 4, State Overtime.) An exempt employee is not compensated under the federal or state overtime provisions except as described in Section 5.
- 1.2 All overtime for a nonexempt employee requires advance authorization. A member must have guidelines for the approval of overtime.
- 1.3 The system awards compensatory time instead of paying for overtime except as permitted in limited circumstances, as detailed in Sections 3.2, 4.2 and 5.

- 1.4 A supervisor or manager may adjust a nonexempt employee's work schedule in a workweek so the employee does not work overtime.

## 2. WORKWEEK, PAY PERIODS, AND HOURS WORKED

- 2.1 In general, for overtime compensation purposes, each workweek stands alone. The member's human resources office should be consulted for allowable exceptions.
- 2.2 A system employee is paid on either a biweekly or a monthly basis. The biweekly pay period consists of two workweeks, each of which begins on a Thursday and ends on a Wednesday. The monthly pay period begins on the first day of the calendar month and ends on the last day of the month. The workweek for most monthly paid employees starts on Monday and ends on Sunday. These pay periods will not be changed without advance written approval of the System Offices Human Resources.
- 2.3 The FLSA does not limit the number of hours worked each day or week by an employee 16 years of age or older. A nonexempt employee may work as many hours as are agreed on with the supervisor and must be compensated for overtime worked as described in Section 3.2.
- 2.4 Work that is not requested by an employer but is permitted, with or without the employer's prior knowledge, must be counted as hours worked. Federal regulations place responsibility with the supervisor for controlling the hours worked by an employee.
- 2.5 Vacation, holidays, sick leave, other official leaves of absence and compensatory time are not counted as hours worked for assessing overtime liability under the FLSA. A nonexempt employee is not entitled to overtime credit under FLSA for work performed on a Saturday, Sunday or holiday unless total hours worked exceed 40 hours in the workweek. These types of time off with pay are counted in assessing overtime liability under state law.
- 2.6 Travel that keeps a nonexempt employee away from home overnight is counted as hours worked if the employee travels during normal duty hours or corresponding hours on Saturdays and Sundays. Travel outside normal duty hours while on an overnight trip does not count as hours worked. Less the time of the employee's daily commute, travel at any time in association with a one-day assignment in another city that does not require the nonexempt employee to stay overnight is counted as hours worked. Travel that is considered the nonexempt employee's official duty, such as driving a truck or bus, is counted as work time regardless of whether performed during or outside normal duty hours.

## 3. FLSA OVERTIME FOR NONEXEMPT EMPLOYEES

- 3.1 Federal law requires a nonexempt employee to be compensated at a rate not less than one and one-half times the regular rate of pay or be granted one and a half hours of compensatory time for hours worked in excess of 40 hours within a workweek.

3.2 The member will compensate an eligible employee for overtime by (1) granting the employee compensatory time off at the rate of one and one-half hours for each hour of overtime worked, or (2) where granting compensatory time off is impractical, paying for the overtime at the rate equal to one and one-half times the employee's regular rate of pay. Employees who work in a public safety, emergency response or seasonal activity may accrue no more than 480 hours of compensatory time. All other nonexempt employees may accrue no more than 240 hours of compensatory time. Any employee who has reached the limit will be paid overtime compensation for additional overtime hours worked. The 480 hours represents 320 hours of overtime worked; the 240 hours represents 160 hours of overtime worked.

3.2.1 An employee who requests the use of accrued overtime compensatory time will be permitted to use the accumulation within a reasonable period after making the request if his or her absence does not unduly disrupt the operation of the department.

3.2.2 Compensation for accrued FLSA overtime compensatory time will be paid at a rate of compensation representing the greater of (1) the average regular rate received by the employee during the last three years of employment, or (2) the employee's final regular rate. This applies to payments to an active employee, an employee terminating employment who receives a lump sum payment or who is allowed to stay on payroll to expend accrued FLSA compensatory time, an employee transferring to another member or state agency, and the estate of an employee who dies.

3.2.3 An employee who transfers to another state agency, including another member, must be paid for his or her accrued FLSA compensatory time or be allowed to remain on the payroll to expend the time. When an employee transfers between two departments within the same member, the department managers will agree whether the employee will be paid for the time, remain on the current department's payroll to use up the time or be allowed to transfer the time.

3.3 System practice is to minimize FLSA overtime worked and the resulting compensatory time balances. When practical, overtime compensatory time should be taken during the 12-month period following the end of the workweek in which the overtime was worked. The member may require the employee to take FLSA compensatory time and may require the employee to use FLSA compensatory time before using vacation time.

#### 4. STATE OVERTIME FOR NONEXEMPT EMPLOYEES

4.1 When an employee has not worked more than 40 hours in a workweek but the total hours worked and hours of paid leave or paid holidays exceed 40 hours, the employee will be allowed one hour of compensatory time off for every hour in excess of 40 in a workweek. Likewise, when the employee has worked more than 40 hours in a workweek and the total of hours worked and hours of paid leave or paid holiday exceed 40 hours after subtracting FLSA overtime hours worked (which must be compensated as described in Section 3), the employee will be allowed equivalent compensatory time off for the excess hours. An employee may accrue compensatory time only for hours worked at a regular or alternate approved duty station.

- 4.2 This compensatory time must be taken during the 12-month period following the end of that workweek and may not be carried forward past the end of the 12-month period. When the member determines that allowing compensatory time off would be disruptive to normal teaching, research, and other critical functions, an employee may be paid for compensatory time on a straight-time basis.
- 4.3 When an employee requests in writing use of this compensatory time at least 90 days before the end of the 12-month period, the supervisor must either approve the request in writing or suggest an alternate date that the time may be used. If the employee requests use of compensatory time less than 90 days before it will expire, the supervisor should make every effort to allow the employee to use the time.
- 4.4 An employee may not be paid for unused state compensatory time upon termination of employment or transfer to a state agency outside the system. Payment for such time may not be made to the estate of a deceased employee. A terminating or transferring employee may, however, remain on the payroll to expend this type of compensatory time. An employee may be paid at the employee's regular rate of pay for that compensatory time if the member determines that taking the compensatory time off would disrupt normal teaching, research or other critical functions.
- 4.5 When an employee transfers between two members or two departments within the same member, the department managers will agree whether the employee will remain on the current department's payroll to use up the time or be allowed to transfer the time.
- 4.6 Each member shall notify its employees annually of the state's policy on compensatory time.
- 4.7 Each member shall accommodate to the extent practicable an employee's request to use accrued compensatory time.
- 4.8 Each member shall:
  - (a) provide an employee activated to military service as a member of the reserve component of the armed forces with a statement containing the balance of the employee's accrued state compensatory time; and
  - (b) accommodate an employee's request to use the balance of the employee's accrued state compensatory time before the compensatory time expires.

## 5. COMPENSATORY TIME FOR EXEMPT EMPLOYEES

- 5.1 From time to time an exempt employee may need to work more than 40 hours a week to accomplish job requirements. When extraordinary circumstances necessitate work hours beyond those routinely required for the position, such employees may, at the discretion of the member chief executive officer (CEO) or designee, be granted compensatory time off in accordance with state law. The key provisions of state law are:

- 5.1.1 The number of hours of compensatory time awarded may not be more than the number of hours worked that exceeds 40 hours in a workweek. The number of hours worked includes actual hours worked plus holiday and paid leave hours.
  - 5.1.2 Each member must document the award and use of compensatory time.
  - 5.1.3 All unused compensatory time expires 12 months after the end of the workweek in which the additional hours were worked.
  - 5.1.4 A member may award compensatory time for work performed at an employee's residence if the employee obtains the advance approval of the member's CEO or designee.
  - 5.1.5 An employee, or the employee's estate, may not be paid for unused compensatory time.
- 5.2 Exempt employees are not covered by the overtime provisions of FLSA and are not eligible for overtime payment except as described in Section 5.3.
- 5.3 Under the Appropriations Act, if the Texas A&M Forest Service (TFS) or Texas A&M Engineering Extension Service (TEEX) has an approved compensatory time program for exempt employees, its exempt employees may be paid for compensatory time granted for working during an emergency if the director certifies that the taking of compensatory time off would be disruptive to the agency's normal business functions. For TFS, the declaration of an emergency and the granting of compensatory time worked during an emergency must be approved by the director. For TEEX, the additional hours worked must result from a federal or state activation, and the director must approve the granting of compensatory time.

## 6. COMPENSATORY TIME FOR OTHER TYPES OF EMPLOYEES

Special rules apply to agricultural workers, seamen, non-seamen shipboard employees, recreational employees, hospital employees, firefighters and law enforcement employees. The member's human resources office can provide information related to these categories of employees.

## 7. VOLUNTEER WORK

A system employee who volunteers to perform civic, humanitarian or charitable services for the system will not be considered an employee for purposes of overtime calculation if the employee (1) receives no compensation, (2) is paid only expenses, reasonable benefits or nominal fees for the services, and (3) performs services unlike those for which he or she is normally employed. A system employee who volunteers to perform services for any other state agency will not be considered an employee of that agency for the purposes of overtime calculations. This section applies only to an employee who volunteers to perform the services.

## 8. SUBSTITUTE WORK

When an individual agrees, with the employer's approval and solely at the individual's option, to substitute during scheduled work hours for another system employee working in

the same capacity, the hours worked as a substitute will be excluded in the overtime calculation.

## 9. MULTIPLE EMPLOYMENT

System Regulation *33.99.06, Administration of Multiple Employment*, addresses overtime issues related to this type of employment.

## 10. WORK ON HOLIDAYS

Exempt and nonexempt employees who must work on holidays will be granted state compensatory time as described in System Regulation *31.04.01, System Holidays*.

## 11. USE OF OVERTIME TO MEET EMERGENCY AND PEAK WORK-LOAD REQUIREMENTS

Regular employees will meet peak workload personnel requirements for emergencies to the extent feasible. Departments and units should temporarily use employees from other work units or ask regular employees to work overtime rather than incur the cost of hiring temporary personnel. While this is the general rule, whether to use regular employees on an overtime basis or hire temporary personnel will depend on the most practical, efficient and economical way to accomplish the tasks and perform the normal work of the departments or units.

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## Related Statutes, Policies, or Requirements

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Tex. Gov't Code §§ [659.015\(g\)](#), [659.016](#), [659.018](#), [659.023](#)

[System Regulation 31.01.04, Longevity and Hazardous Duty Pay](#)

[System Regulation 31.04.01, Holidays](#)

[System Regulation 33.99.06, Administration of Multiple Employment](#)

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## Member Rule Requirements

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A rule is not required to supplement this regulation.

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## Contact Office

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System Offices Human Resources  
(979) 458-6169

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