

**Article 16**  
**OVERTIME**

**A. DEFINITION**

Overtime means hours worked in excess of the normal shift during the full-time daily or weekly assigned schedule.

**B. OVERTIME PAY**

1. Daily Overtime: Monday - Friday

Daily overtime is compensated at one and one-half (1½) times the employee's regular rate of pay for time worked in excess of the normal shift as defined by Article 15, A. The shift must be time actually worked.

2. Saturday Overtime:

Saturday overtime is compensated at one and one-half (1½) times the employee's regular rate of pay for time worked in excess of the normal work week as defined in Article 15, A. The work week must be time on pay status.

Double Time shall be paid on Saturday for all hours worked in excess of 7.5 hours. One and one-half times the straight time rate will be paid for all hours worked up to 7.5 hours.

3. In addition, the following overtime rates will apply to employees in the Press, Edition Bindery, and Prepress series at the Berkeley location:

Monday - Friday

One and one-half (1½) times the employee's regular rate of pay for the first three (3) hours of overtime worked;

Two (2) times the employee's regular rate of pay for overtime hours worked in excess of three (3) hours.

Saturday

One and one-half (1½) times the employee's regular rate of pay for the first four (4) hours of overtime worked and two (2) times the employee's rate thereafter.

Sunday

Two (2) times the employee's regular rate of pay for all hours of overtime worked.

4. Also, the following overtime rate will apply to employees in the Library Binderies:

Sunday

Two (2) times the employee's regular rate of pay for all hours of overtime worked.

5. Overtime hours do not count toward accumulation of sick leave, vacation, holiday or retirement system credit.

**C. SCHEDULING**

1. Employees shall work overtime when scheduled. Provided the employee is qualified to perform the work, overtime will be assigned according to the following priority:
  - a. The employee regularly operating or performing in the situation where the overtime is to be worked;

- b. By employee preference; and
  - c. By class seniority.
2. The University will take into account employee preference for overtime assignments including special circumstances that would conflict with participation in scheduled overtime. No employee will be required to work during more than two (2) consecutive weekends, unless no other employee who can do the work is available.
  3. After the need for overtime is determined, the department shall notify the employee(s) that overtime must be worked. Advance notice of necessary overtime shall be given to employees whenever possible at least two hours before the end of the shift. Employees should be given notice of weekend overtime by 9:00 a.m. the preceding Friday. If such notice is not given, employees will not be required to work the scheduled weekend overtime.

**D. DUPLICATION AND PYRAMIDING**

There shall be no duplication, pyramiding, or compounding of any premium wage payments. If more than one (1) type of premium is applicable to work performed within a work week, the one applicable premium payment which will result in the highest total compensation shall be used.