

| Type of Employee or Workgroup | Overtime Rule/s | Hours/TRC's included in calculation of overtime pay | Details (see contract or spg language for full details) |
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| <p>AFSCME Article 10 (July 15, 2009- July 25, 2013)</p> <p>Workgroups: AFSCME1 PAFSCME1 SAFSCME1</p> | <p>*In excess of an employee's regular schedule of work of not less than (8) hours in a day. *In excess of (40) hours in a calendar week *When mandated to work on a scheduled day off for a full time employee who has fully worked each of his/her scheduled work days in the week</p> | <p>1) Time when actual work is performed <i>except hours worked on a Holiday because we count the Holiday Pay instead</i> 2) Holiday pay, except paid time for a holiday which falls on a scheduled day off (<i>HOM does not count</i>) 3) Time off work for Jury Duty</p> <p>Time Reporting Codes that count towards calculation: REG, OTR, HOL, JRD, SEW, UBS, ECW, HPB, HSB</p> | <p>At an employee's written request, daily overtime may be waived for a schedule change to a full or partial shift within the same calendar week, if approved.</p> <p>Special agreement for Ambulance Communication Specialist: Can work up to 12 hours per day and up to 48 hours in a week without incurring overtime pay as long as they do not exceed 1040 hours worked in a 26 week period.</p> <p>Overtime premium shall not be pyramided compounded or paid twice for the same time paid.</p> |
| <p>MNA/UMPNC Article 15 (11-6-2011- June 30, 2014)</p> <p>Workgroup: NURSEBW PNURSEBW SNURSEBW MNURSEMO SMNURSEMO</p> | <p>Professional Development Framework and Role Specific classifications: *In excess of eighty (80) in a two (2) week work schedule or in excess of eight (8) hours in a day (<i>24/7 units that support Hospital patient care only; Ambulatory Care & off-site clinics ineligible</i>), or *In excess of forty (40) hours in one (1) week work schedule or in excess of an employee's regular daily schedule of work of not less than eight (8) hours in a day; or</p> <p>Role Specific classifications only: *In excess of one hundred twenty (120) hours in a three (3) week work schedule or in excess of twelve (12) hours in a day.</p> <p>MOU for N-5's Certified Nurse Midwives: Not entitled to Overtime Premiums but will receive compensation, in addition to monthly salary, if working over appointment (OTR).</p> | <p>1) Time when actual work is required and performed; <i>except hours worked on a Holiday because we count the Holiday Pay instead</i> 2) Time off for which pay is received for Funeral, Holidays, Jury Duty, and PTO (<i>Except Unscheduled or Incremental PTO</i>)</p> <p>Time Reporting Codes that count towards calculation: REG, OTR, ESF, ESH, PHP, HOL, HOM, HSB, PTS, FRL, JRD, UBS, HPB, SDC, OTB, OTW, OTX</p> | <p>MOU for Nurse Practitioners: Nurse practitioners are expected to work the hours necessary to meet the daily patient care needs, without receiving additional compensation. Additional compensation, if approved by the nurse manager, nursing director and/or department administrator may be provided when additional effort is expected for an extended period of time.</p> <p>*NP's are not paid the 1.5 times or 3 times holiday premiums for working on a holiday. They do receive straight time overtime for working on a Holiday (OTR).</p> <p>OTP and PTO on the same day: Excused paid time during an assigned schedule of work will be counted in calculating hours to determine when the overtime premium is payable.</p> <p>Employees in pay grades N-4 and N-6 are not entitled to overtime premium but will receive compensation in addition to their monthly salary at each employee's rate of pay per hour and shift premium if applicable, for paid time in excess of the hours set forth, para 148 and 149 (OTR).</p> <p>Overtime premium shall not be pyramided compounded or paid twice for the same time paid.</p> |

Overtime Pay Chart; created by UMHHC Payroll Office; updated 3-26-2010

| | | | <p>**CRNA-called in to work on PTO day** Report PTS and OTR for coming into work on a scheduled PTO day-Timekeepers should follow these guidelines: When submitting the timesheets for these CRNA's, go into the "comments" field. In the comment field add --- <i>CRNA called in to work on PTO day.</i></p> |
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| IUOE contract Article 9 (Nov 29, 2009- Nov 23, 2013) Workgroup: IUOEENGR1 PIUOEENGR1 SIUOEENGR1 | *In excess of forty (40) hours worked in a week *In excess of eight (8) hours worked in a day except when on an alternate work schedule such as four 10's *On a shift which starts before the employee has had eight (8) hours off since his previous shift, seven (7) if for operational relief *On the fifth scheduled workday in a week in which a holiday falls on an employee's day off, if fully works each of his scheduled work days in the week *Works before or after scheduled shift if the employee fully works his shift | 1) Actual time worked; including hours worked on a Holiday. 2) Paid time for Vacation 3)Jury and Witness Service when it occurs on a holiday week Time Reporting Codes that count towards calculation: REG, OTR, VAC, HPB, UBS, UNV, JRD <i>*OTP worked on a Holiday</i> | Overtime premium shall not be pyramided compounded or paid twice for the same time paid. In addition to the fifth scheduled workday in a week in which a holiday falls on a day off: This same provision shall apply to the fourth scheduled work day in a week as well, if holidays fall on both of the employee's scheduled days off or, if one holiday falls on an employee's scheduled day off and the other falls on his fifth scheduled work day |
| TRADES Article 11 (Aug 1, 2011- May 31, 2015) Workgroups: TRADES1 PTRADES1 STRADES | *In excess of eight (8) hours in a day *In excess of forty (40) hours in a calendar week for which an overtime premium has not previously been earned. | 1) Time when actual work is performed; <i>except hours worked on a Holiday because we count the Holiday Pay instead</i> 2) Time off work for which pay is received Time Reporting Codes that count towards calculation: REG, OTR, HOL, HSB, VAC, JRD, FRL, ESF, FCV, HPB, SCK, SCL, SFV, SKF, SEW, SEA, UBS, UNV | A normal schedule of work can consist of ten (10) hours per day and forty (40) hours per week. Overtime premium shall not be pyramided compounded or paid twice for the same time paid. |

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| <p>POAM Article XI (April 2, 2010- Dec 12, 2013)</p> <p>Workgroups: MAPSECGRD PMAPSECGRD SMAPSECGRD</p> | <p>*In excess of forty (40) hours in a calendar week</p> | <p>1) When actual work is performed; including hours worked on a Holiday.</p> <p>Time Reporting Codes that count towards calculation: REG, OTR, ECW, HPB, SEW, UBS, UNV, ESW <i>*OTP worked on a Holiday</i></p> | <p>Overtime premium shall not be pyramided compounded or paid twice for the same time paid.</p> |
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| <p>Non Bargained for Exempt</p> <p>Workgroups: PAEXHOSP SPAEXHOSP</p> | <p>*UMHS staff members in exempt (salaried, monthly-paid) classifications, as defined by the Fair Labor Standards Act, are not entitled to overtime pay.</p> | | <p>UMHS exempt, salaried staff members are expected to work the hours necessary to achieve individual, departmental, and organizational goals, without additional compensation.</p> <p>On a limited, exception basis, Department Directors may submit a written request for approval to compensate for additional work hours for exempt, salaried direct-patient care staff. Given the general work schedule flexibility afforded to non-direct-patient-care staff and the significant responsibility within management and supervisory roles, requests for compensation for additional work hours are not expected to occur.</p> |
| <p>Non- Bargained for Non Exempt and Temporary Employees SPG 201.38</p> <p>Workgroups: NONEXHOSP PANEHOSP PNOEXHOSP PPANEHOSP SNONEXHOSP</p> | <p>*Overtime compensation is paid at one-and one-half times the staff member's regular rate of pay for all hours <u>worked</u> in excess of 40 hours in a calendar week</p> <p>*For staff in a hospital setting on an alternate work schedule of fourteen (14) consecutive days instead of a calendar week of seven (7) consecutive days, compensation for all hours worked in excess of eight (8) in a day or eighty (80) hours in a 14-day period (whichever is greater).</p> | <p>1) Time when actual work is performed including hours worked on a Holiday.</p> <p>Time Reporting Codes that count towards calculation: REG, OTR, ECW, ESW, HPB, UBS <i>*OTP worked on a Holiday</i></p> | <p>The 8/80 exception must be pursuant to an agreement with the staff member that is entered into before the start of the alternate schedule and requires a 30-day notice to change. Must be eligible based on FLSA regulations and your HR consultant must sign off on the agreement.</p> <p>Overtime should be avoided and supervision is responsible to manage operations accordingly, including rearranging work schedules when possible.</p> <p>All overtime must be authorized before overtime work is performed.</p> <p>Overtime premium shall not be pyramided compounded or paid twice for the same time paid.</p> |

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Special Note: For employees with multiple appointments you must take into consideration all hours on all appointments in regards to paying overtime premium. Departments need to work out an agreement as to when and who will pay the overtime premium when it occurs while following the FLSA, contract and UM policy regulations.

RESOURCES:

Guidelines for Compensation for Additional Work Hours (*Exempt Employees*)

http://www.med.umich.edu/umhshr/doc/7_1_2009_UMHS_Gdlines_Comp_Add_WorkHrs_ExemptStaff.pdf

Overtime Standard Practice Guide

<http://spg.umich.edu/pdf/201.38.pdf>

Payroll Controls Standard Practice Guide

<http://spg.umich.edu/pdf/518.01.pdf>

Bargaining Agreements

<http://www.med.umich.edu/umhshr/supervisor/bargaining-agreements.html>

Department of Labor Website (Fair Labor Standard Act)

<http://www.dol.gov/elaws/faq/esa/flsa/011.htm>