

Overtime Policy College of Veterinary Medicine

Source:

Administration, Department Heads

Cross Reference: MSU OF HRM 60-311 .

REFER TO MSU POLICIES AND PROCEDURES: OP-HRM 60.311 OVERTIME/COMPENSATORY TIME

Effective date: July 1,2016

Non-exempt College of Veterinary Medicine employees are eligible to receive overtime compensation as outlined and defined in the Fair Labor Standards Act and MSU Policy 60.311 (http://www.policies.msstate.ednlpolicypdfs/60311 .pdf).

CVM employees will be provided compensatory time (comp time) off in lieu of monetary compensation, at a rate of not less than one and one-half (1.5) hours of compensatory time for each hour of overtime worked.

Compensatory time may accrue to a maximum of 240 hours. Once an employee has accrued 240 hours of compensatory time, they will be paid for overtime worked that is in excess of the 240 hour maximum.

Employees who have accrued compensatory time will be granted compensatory time off rather than personal leave when leave is requested unless the granting of such time would unduly disrupt the effective functioning of the unit. Compensatory time must be used before personal leave. However, an employee that is absent from work more than one day due to illness may choose to use either major medical leave or compensatory time off.

College of Veterinary Medicine MississippiStateUniversity