

APT BROAD BAND CLASSIFICATION & COMPENSATION SYSTEM

APPLICATION OF ARTICLE 19A - OVERTIME

(From MOA - JULY 1, 2000 to JUNE 30, 2002)

- A. This Article does not apply to nine (9) month personnel.
- B. Whenever an Employee in pay bands A & B works, upon proper written authority, in excess of forty (40) straight time hours per work week, the Employee shall have the option of cash payment or compensatory time off at the rate of one and one-half (1 ½) hours for each such excess hour worked. If the Employee elects in writing to take compensatory time off in lieu of cash payment, it shall be taken at a time mutually agreed upon. Overtime shall not be allowed for an Employee working on an overload basis. Any official leave with pay or compensatory time off which has been actually taken by an Employee shall be included in computing whether an Employee has worked in excess of forty (40) hours in a work week.
- C. Employees in pay bands C & D may be compensated in the form of (a) a stipend or (b) compensatory time off at the one and one-half (1 ½) time rate for overtime work as defined in B above. The alternative (a) or (b) selected shall be by mutual understanding between the unit head and the Employee at the time the overtime work is authorized and directed. When the stipend alternative is authorized it will be the following:

For Employees in Band C	\$250
For Employees in Band D	\$300

In addition, the following conditions shall apply to the award of stipends:

- 1. The Employee is required to work extra hours due to circumstances beyond the control of the Employer, and,
 - 2. The conditions are expected to last at least thirty (30) days, and,
 - 3. A request from the program head in advance for the award of the stipend must be in writing specifying the reasons for the stipend, the period to be covered and the recommended amount,
 - 4. The University President or the designee has authority to approve stipends under this Article.
- D. Cash payment for authorized overtime work, including stipends, shall be made within thirty (30) days (approximately two (2) pay periods) from the date the Employee submits the appropriate Employer form for overtime payment.