

SPEEA Prof and Tech contracts

Overtime

How it works

- Prof OT - for hours worked in excess of 80 compensated hours in a two-week pay period
- Tech OT - for hours worked in excess of 40 compensated hours in a workweek
- Compensated hours include paid time away from work, e.g., vacation, sick leave, PERBUS and NonIND illness.

Pre-approval for overtime

- Management can require pre-approval for overtime.
- Management can require overtime hours in particular increments (ex. two-hour minimum).
- If pre-approved but you don't have enough overtime hours to meet minimum, seek clarification from your manager.

Flexing of time

- Employees can request to flex their hours at their discretion, not management's.
- There is no limit, but managers have a right to deny flex time.
- Management cannot require SPEEA Profs or Techs to flex their time. No exceptions.

Note: Employees may choose to work late a couple of hours one night, and then come in late the next day. This is permitted with management approval, but cannot be required.

Mandatory overtime

Volunteers should be sought before overtime can be assigned. If no volunteers, you may be required to perform mandatory overtime except for certain cases:

- More than 144 OT hours in a budget quarter
- More than two consecutive weekends
- Saturday/Sunday - more than eight hours
- On a holiday
- Weekend work immediately after or before a Monday or Friday holiday

Note: Employees can work OT beyond these bulleted thresholds by choice, but cannot be required to do so, except in limited circumstances.



www.speea.org • speea@speea.org