# Overtime Pay
# BU-PP 305

**Policy:**
Baylor University complies with the Fair Labor Standards Act (FLSA) by compensating covered employees at one and one-half times their regular rate of pay for hours worked in excess of 40 hours per week. **Compensatory time is not authorized in lieu of overtime pay in accordance with the FLSA.** Time cards should reflect exact hours worked.

**Topics:**
Eligibility for overtime pay
What is included in "worked" time
Managing overtime worked

**Related policies:**
BU-PP 802 — Work Hours/Schedules

**Additional information:**
Non-exempt employees are paid on an hourly, bi-weekly basis, and exempt employees are paid on a monthly, salary basis.

**Contact:**
Human Resource Services Office (x2219)
Payroll Office (x2217)

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**Eligibility for overtime pay —**
Only non-exempt employees as defined in the Fair Labor Standards Act are eligible for overtime pay.

**What is included in "worked" time —**
Attendance at required work-related training programs, lectures, and meetings during regular working hours is credited as working time, and thus, could result in overtime pay. Travel time to attend a required out of town training program, lecture, meeting, or offsite work assignment, is considered working time, excluding regular meal periods. Specific FLSA rules apply to travel time. Contact the payroll office for information. Work time does not include vacation, *holidays, sick or personal time.

*__Note: Some departments are required to be open during holidays.__

**Managing overtime worked —**
Each department head is responsible for monitoring and approving overtime work by non-exempt employees, and to ensure work time is properly recorded and submitted to the Payroll Office.