

# Overtime Pay Chart

updated 7/15/22

Type of Employee / Workgroup	Overtime Rule/s	Hours/TRC's included in calculation of overtime pay	Details <i>(see contract or SPG resources listed at the bottom of this document for full details regarding each employee type)</i>
<p><b>Non-Bargained for Non-Exempt &amp; Temporary Employees</b></p> <p><b>Workgroups:</b>                      NONEXCAMP                      PNONEXCAMP                      SNONEXCAMP                      NONEXHOSP                      PNONEXHOSP                      SNONEXHOSP                      TEMPORARY1                      STMPORARY1                      PTEMP1                      TEMPORARY2                      STMPORARY2                      PTEMP2                      WORKSTUDY                      SWORKSTUDY                      PWORKSTUDY</p> <p>SPG 201.38</p>	<p>Overtime will be calculated for time worked in excess of 40 hours in a calendar week—7 consecutive days beginning at midnight between Saturday and Sunday.</p>	<p>Time when work is performed.</p> <p><b>Time Reporting Codes that count towards calculation:</b>                      ECW, ESW, HPB, HWD, HWT, OTR, REG, SEW, UBS, UNV</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 will not be pyramided, compounded, or paid twice for the same time worked.</p>
<p><b>AFSCME</b></p> <p><b>Workgroups:</b>                      AFSCME1                      PAFSCME1                      SAFSCME1</p> <p>Article 10                      (July 1, 2017 - June 30, 2025)</p>	<p>In excess of an employee's regular schedule of work of not less than (8) hours in a day.</p> <p>In excess of (40) hours in a calendar week</p> <p><b>MOU 14</b>                      Upon arrangement and agreed to be acceptable to the Union and the University, a normal schedule of work can consist of ten (10) hours per day and forty (40) hours per week.</p> <p>In such a case, any employee or employees involved shall not be eligible for the daily overtime premium provided in Section A of Article 10 until such time as the hour calculation exceeds ten (10) hours in a day.</p>	<p>1) Time when actual work is performed.                      2) Time off work for Jury Duty.                      3) Mandatory overtime</p> <p><b>Time Reporting Codes that count towards calculation:</b>                      ECW, HPB, HWT*, JRD, OTR, REG, SEW, UBS, UNV</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 by the employee's supervisor.</p> <p>Sec 8-4: Employees on Special Schedule: Overtime is only to be paid for all hours worked over 40 in a week, versus over 8 hours in a day.</p> <p>Special agreement for Ambulance Communication Specialist (Memo 178):                      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>*Some departments report OTP instead of HWT when an employee works on a holiday, so it shows on the OT log. These OTP hours reported on a holiday should count towards the 40 in the week when calculating overtime.</p>

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<p><b>MNA/UMPNC</b></p> <p><b>Workgroups:</b> CAMPNURSE PCAMPNURSE SCAMPNURSE NURSEBW PNURSEBW SNURSEBW</p> <p>Article 15 (Oct 10, 2018 – June 30, 2021)</p>	<p><b>Professional Development Framework and Role Specific classifications:</b> In excess of eighty (80) in a two (2) week work schedule and in excess of eight (8) hours in a day. 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><b>Flight Nurse Specialists only:</b> In excess of 120 hours in three (3) calendar week work schedule or in excess of twelve (12) hours in a day.</p>	<p>1) Time when actual work is required and performed. 2) Time off for which pay is received for Extended Sick, Funeral, and Jury Duty. 3) PTO when employer contacts employee to work on a day they have scheduled PTO, only PTO hours equal to hours worked count. 4) PTO as a result of mandatory or voluntary assigned time off.</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, ESF, ESH, ESW, FRL, HPB, HWD, HWM, HWT, JRD, OTB, OTR, OTW, OTX, PTA, PTC, REG, RPD (RSAM Only), UBS</p>	<p><b>OTP and PTO on the same day</b></p> <ul style="list-style-type: none"> <li>Can occur only with Nurse Manager and/or Clinical Nurse Supervisor approval AND if the staff member is called while off and agrees to work on an unanticipated basis. It is not allowed for an employee to sign up for unanticipated OT/OA during a scheduled PTO absence</li> </ul>
<p><b>IUOE</b></p> <p><b>Workgroups:</b> IUOEENGR1 PIUOEENGR1 SIUOEENGR1</p> <p>Article 9 (Nov 28, 2021- Nov 22, 2025)</p>	<p>When an employee works in excess of their daily schedule (8, 10, or 12 hours).</p> <p>In excess of forty (40) hours in a week.</p> <p>When an employee works continuously in excess of the number of hours of their daily shift.</p> <p>On a shift which starts before the employee has had eight (8) hours off since their previous shift, except in the case of an employee assigned as operational relief in which case it shall be seven (7) hours.</p>	<p>1) Time when actual work is performed. 2) Vacation time (unless it is used for an absence normally covered by sick time). 3) Jury and Witness Svc 4) Funeral Leave Pay</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECA, ECW, FRL, HOL*, HPB, HWT, JRD, OTR, REG, UBS, UNV, VAC</p>	<p>Overtime premium shall not be pyramided compounded or paid twice for the same time paid.</p> <p>* Holiday pay will be considered time worked when it occurs on an employee's regularly scheduled day off (RDO), if no leave time is used in the week with the exception of paid time off under Article 25 (Jury and Witness Service). The overtime premium will be paid during hours the employee actually worked in the week of the holiday(s).</p>

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<p><b>COAM</b></p> <p><b>Workgroups:</b> COAMNONEX SCOAMNONEX</p> <p>Article 11 (Sept 27, 2021- Sept 26, 2026)</p>	<p>For all hours worked in excess of forty (40) hours per 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 an employee's scheduled day off. 3) Short-term sick usage</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, ESW, HOL, HSB, OTR, REG, SCK, SCL, SEW, SKF, UBS, UNV</p>	<p>When an employee is scheduled for training which requires returning to work prior to an employee's regular starting time, time spent for training will be paid at a straight time rate and not with an overtime premium.</p> <p>Overtime premium shall not be pyramided, compounded or paid twice for time which has already been compensated.</p>
<p><b>POAM</b></p> <p><b>Workgroups:</b> MAPSECGRD SMAPSECGRD</p> <p>Article 11 and MoU #27 (Dec 17, 2021 - Dec 16, 2025)</p>	<p>For all hours worked in excess of forty (40) hours per week.</p> <p>Employees that have a regular work schedule that includes 12-hour shifts in which they are scheduled to work less than 40 hours in one week of a biweekly pay period and more than 40 hours in the second week of a biweekly pay period are entitled to overtime at one and one-half times their regular rate and shift premium, if applicable, under the following circumstances:</p> <ul style="list-style-type: none"> <li>- Hours in excess of 80 in a biweekly pay period.</li> <li>- Hours in excess of 12 in a day.</li> </ul>	<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 (HOL), except paid time for a holiday which falls on an employee's scheduled day off (HOM), unless hours are worked on the day off (HOW). 3) Short-term sick, vacation, and season day usage.</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, ESW, HOL, HOW, HSB, OTR, REG, SCK, SCL, SEA, SEW, SKF, UBS, UNV, VAC*</p>	<p>When an employee is scheduled for training which requires returning to work prior to an employee's regular starting time, time spent for training will be paid at a straight time rate and not with an overtime premium.</p> <p>Overtime premium shall not be pyramided, compounded or paid twice for time which has already been compensated.</p> <p>* For those employees not working 12-hour shifts referenced in column 2, overtime calculations only include "bid upon vacation time", as outlined in paragraph 23-5. Overtime calculations for 12-hour shift employees include all vacation usage.</p>

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<p><b>UMSTU / TRADES</b></p> <p><b>Workgroups:</b> TRADES1 PTRADES1 STRADES</p> <p>Article 11 (Jun 10, 2019 - May 31, 2023)</p>	<p>In excess of eight (8) hours in a day</p> <p>In excess of forty (40) hours in a calendar week for which an overtime premium has not previously been earned.</p>	<p>1) Time when actual work is performed; <i>except hours worked on a Holiday (HWT) because we count the Holiday Pay (HOL) instead.</i></p> <p>2) Time off work for which pay is received.</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECA, ECW, ESF, FCV, FRL, HOL, HPB, HSB, JRD, OTR, REG, SCK, SCL, SEA, SEW, SFV, SKF, UBS, UNV, VAC</p>	<p>Upon arrangements satisfactory to the University and the Union, a normal schedule of work can consist of ten (10) hours per day and forty (40) hours per week. In such a case, regardless of whatever else may be mutually agreed to, any employee or employees involved shall not be eligible for the daily overtime premium provided in paragraphs 11-1 and 11-3 until such time as the hour calculation exceeds ten (10) hours in a day.</p> <p>Overtime premium shall not be pyramided, compounded, or paid twice for the same time paid.</p> <p>Additional pandemic codes that count towards the calculation of overtime: PCP, PEL, PFL, RPN</p>

**Special Notes:**

- For employees with multiple appointments, all hours on all appointments must be taken into consideration in the calculation of overtime.
- UM policies and Bargaining agreements may provide for more than what the federal and state laws require. For example, the AFSCME bargaining agreement states employees are paid overtime premium of 1.5x the employee's hourly rate and shift premium or special premium, if applicable when working in excess of their regular schedule of work of not less than eight hours in a day.

**Over 40 in a Work Week Overtime Rule**

Pay overtime at 1.5x an employee's regular rate of pay for hours worked in excess of forty (40) hours in a workweek.

Please note: Most non-exempt employees will use the Over 40 in a Work Week Overtime Rule. It is the default overtime rule in addition to any bargaining agreement language.

**8 and 80 Overtime Rule**

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) is made at one-and-one half times the staff member's regular rate of pay. This 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.

**Exempt Staff and Overtime Pay**

In general, Exempt Staff are NOT eligible for pay above the monthly salary which is their annual salary divided by twelve (12). See Guidelines for Compensation for Additional Work Hours for Exempt Employees link below.

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## Resources

Overtime Standard Practice Guide  
<https://spg.umich.edu/policy/201.38>

UM Bargaining Agreements  
<https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules>

<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>

Fact Sheet #54--The Health Care Industry and Calculating Overtime Pay  
<http://www.dol.gov/whd/regs/compliance/whdfs54.pdf>

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

Payroll Controls Standard Practice Guide  
<https://spg.umich.edu/policy/518.01>