

Type of Employee or 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</b> (including Temporary Employees) SPG 201.38</p> <p><b>Workgroups:</b> NONEXCAMP PNONEXCAMP SNONEXCAMP NONEXHOSP PNOEXHOSP SNONEXHOSP TEMPORARY1 STMPORARY1 PTEMP1 TEMPORARY2 STMPORARY2 PTEMP2</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><b>Workgroups (cont.):</b> WORKSTUDY SWORKSTUDY PWORKSTUDY</p>	<p>1) Time when actual work is performed.</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, ESW, HPB, HWT, OTR, REG, SEW, UBS</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>*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.</p>
<p><b>AFSCME</b> Article 10 (March 26, 2013 - June 30, 2017)</p> <p><b>Workgroups:</b> AFSCME1 PAFSCME1 SAFSCME1</p>	<p>*In excess of an employee's regular schedule of work of not less than (8) hours in a day. *In excess of (40) hours in a calendar week</p> <p>MOU 444 Upon arrangement and agreed to be acceptable to the Union and the University, a normal scheduled 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 <i>except hours worked on a Holiday because we count the Holiday Pay instead.</i></p> <p>2) Holiday pay, except paid time for a holiday which falls on a scheduled day off (<i>HOM does not count</i>).</p> <p>3) Time off work for Jury Duty.</p> <p>4) Mandatory overtime.</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, HOL, HPB, HSB, JRD, OTM, 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><b>Special agreement for Ambulance Communication Specialist (Memo 178):</b> 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>

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<p><b>COAM</b> Article 11 (Sept 27, 2015- Sept 26, 2020)</p> <p><b>Workgroups:</b> COAMNONEX SCOAMNONEX</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></p> <p>2) Holiday Pay, except paid time for a holiday which falls on an employee's scheduled day off.</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, HOL, HSB, OTR, REG, SEW, 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>IUOE</b> Article 9 (Nov 24, 2013- Nov 18, 2017)</p> <p><b>Workgroups:</b> IUOEENGR1 PIUOEENGR1 SIUOEENGR1</p>	<p>*In excess of eight (8) hours in a day; *In excess of forty (40) hours in a week; *On a shift which starts before the employee has had eight (8) hours off since his previous shift, seven (7) if for operational relief *Works before or after scheduled shift, if the employee fully works his shift</p>	<p>1) Time when actual work is performed; <i>except hours worked on a Holiday because we count the Holiday Pay instead.</i></p> <p>2) Vacation time.</p> <p>3) Holiday pay.</p> <p>4) Jury and Witness Service when it occurs on a holiday week</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, HOL, HSB, HPB, 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>Vacation is considered time worked unless it is used for an absence normally covered by sick or injury disability income.</p> <p>Holiday pay will be considered time worked when it occurs on an employee's regularly scheduled day off (RDO), if the employee worked each of his scheduled work days during the week or received paid time off under Article 25 (Jury and Witness Service).</p>

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<p><b>MNA/UMPNC</b> Article 15 (March 25, 2013 – June 30, 2018)</p> <p><b>Workgroups:</b> CAMPNURSE PCAMPNURSE SCAMPNURSE MNURSEMO SMNURSEMO NURSEBW PNURSEBW SNURSEBW</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>RSAM (Exempt) Nurses 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><b>Pay Grades N-4, N-5 and N-6:</b> Not entitled to overtime premium but will receive compensation in addition to their monthly salary at each employee's rate of pay per hour and shift premium if applicable, for paid time in excess of the hours set forth, Para 148 and 149 (OTR).</p>	<p>1) Time when actual work is required and performed.</p> <p>2) Time off for which pay is received for Extended Sick, Funeral, and Jury Duty.</p> <p>3) PTO when employer contacts employee to work on a day they have scheduled PTO, only PTO hours equal to hours worked count.</p> <p>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, HWT, JRD, OTB, OTR, OTW, OTX, PTA, PTC, REG, RPD (RSAM Only), UBS</p>	<p><b>MOU for Nurse Practitioners:</b></p> <ul style="list-style-type: none"> <li>Nurse practitioners are expected to work the necessary hours to meet daily patient care needs, without receiving additional compensation. Additional compensation, if approved by the nurse manager, nursing director and/or department administrator may be provided when additional effort is expected for an extended period of time.</li> <li>NP's are not paid the 1.5 times or 3 times holiday premiums for working on a holiday. They do receive straight time pay above appointment for working on a Holiday (HWR) when unable to take another day off in that same month.</li> </ul> <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> <li>CRNA-called in to work on PTO day; report PTS and OTR for coming into work on a scheduled PTO day</li> <li>Add comment on the timesheet page; “ <b>Employee was called in to work on PTO day</b>”</li> </ul> <p><b>MOU for N-5's Certified Nurse Midwives:</b> Will be paid according to Article 16 (Shift Premium) and Article 15 (Overtime). Article 17 (On-Call) does not apply.</p>
<p><b>POAM</b> Article 11 (Dec 22, 2013 - Dec 16, 2017)</p> <p><b>Workgroups:</b> MAPSECGRD PMAPSECGRD SMAPSECGRD</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></p> <p>2) Holiday Pay, except paid time for a holiday which falls on an employee's scheduled day off.</p> <p><b>Time Reporting Codes that count towards calculation:</b> ECW, HOL, HSB, OTR, REG, SEW, 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>

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<p><b>TRADES</b> Article 11 (Oct 11, 2015 - May 31, 2019)</p> <p><b>Workgroups:</b> TRADES1 PTRADES1 STRADES</p>	<p>*In excess of eight (8) hours in a day *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 because we count the Holiday Pay instead.</i></p> <p>2) Time off work for which pay is received.</p> <p><b>Time Reporting Codes that count towards calculation:</b> 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>

**Special Note:** For employees with multiple appointments you must take into consideration all hours on all appointments to calculate when the overtime premium is due.

**Overtime Rules Defined**

Please note, 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 ½ 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. See the above chart for type of hours that are counted towards the calculation of overtime pay for each workgroup at the University of Michigan. Also, **not all workgroups are eligible for all of the rules listed below.**

**Over 40 in a workweek Overtime Rule:**

Pay overtime at 1½ times 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 Workweek Overtime Rule. It is the default overtime rule in addition to any bargaining agreement language.

**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.

**RESOURCES:**

**Overtime Standard Practice Guide**

<http://spg.umich.edu/pdf/201.38.pdf>

**UM Bargaining Agreements**

<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>

**Elaws-FLSA Overtime Calculator Advisor; Special Circumstances; Employees of Hospitals and Residential Care Establishments**

<http://www.dol.gov/elaws/esa/flsa/otcalc/doc7j.asp>

**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**

<http://spg.umich.edu/pdf/518.01.pdf>