

**UNIVERSITY SYSTEM OF NEW HAMPSHIRE  
OVERTIME POLICY**

**Human Resources Approval Is Required Prior To the Start of Work**

7.3.1 Overtime Pay. Time worked, with prior approval, either in excess of eight hours in any one day or forty hours in any week is paid (either overtime pay or compensatory time) at one and one-half times the regular rate of pay (See 7.3.1.1). The hours worked in all jobs must be paid by the hour and combined for calculation of overtime. The only exception is when the additional job is teaching a credit course. For staff members who work a 7.5 hour day or a 37.5 hour work week, the first half-hour of extra work per day, or the first 2.5 hours per week are paid at their base hourly rate. For status staff, a paid holiday leave day is counted as a day worked for the purpose of computing overtime pay.

Completion of the "Waiver of Overtime Form" is to authorize waiving the USNH policy of paying overtime for all work performed over eight (8) hours in one day, when specified criteria are met. This waiver of overtime applies only to hours worked over eight (8) in one day; overtime must be compensated for all hours worked over forty (40) in one week.

Overtime compensation for work over eight hours in a day may be waived when one or more of the following criteria are met:

- A permanent work schedule has been established requiring more than eight (8) hours in a day, but not more than forty (40) in a week.
- The staff member has requested, and the supervisor has approved, a flex-time work schedule which will exceed eight (8) hours worked in a day (e.g., adjusted schedule for taking classes during work hours).
- The staff member is accepting a non-status job, which combined with his/her status position, will exceed eight (8) hours worked in a day as part of a regular schedule.

Human Resources approval is required prior to the start of work.

This waiver of overtime applies only to hours worked over eight (8) in one day. Overtime must be paid for all hours worked over forty (40) in one week. This exception is to waive the USNH policy of paying overtime for all work performed over eight (8) hours in one day.

This form documents:

My understanding of the fact that my appointment has a permanent work schedule, which requires more than eight (8) hours in a day, but not more than forty (40) in a week and/or is irregular and can exceed eight (8) hours in a day.

Provide reason:

My request for a flex-time work schedule from \_\_\_\_\_ to \_\_\_\_\_ (ex: 7am – 8pm) which will exceed eight (8) hours worked in a day during the following dates:

From \_\_\_\_\_ To \_\_\_\_\_ (ex: 8/22/03 – 6/30/04)

Provide reason:

My acceptance of a job, which combined with my status job, will exceed eight (8) hours worked in a day.

UNIVERSITY OF NEW HAMPSHIRE  
WAIVER OF OVERTIME FORM

**NOTE: A New Waiver of Overtime Form Must Be Completed Each Fiscal Year.**

**Effective Dates for this waiver:** From \_\_\_\_\_ To \_\_\_\_\_

*I understand that by accepting a position or making a request that involves working more than eight (8) hours in a day, I will not receive overtime until I have worked more than forty (40) hours in a week. I have read and understand this policy as described on page 1.*

Cancellation of Waiver of Overtime      Effective Date: \_\_\_\_\_

Staff Member's Name (please print): \_\_\_\_\_ Dept. \_\_\_\_\_

SSN: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Supervisor's Name \_\_\_\_\_ Dept. \_\_\_\_\_

(please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: Supervisor  
Personnel File  
Hiring BSC