

SANTA MONICA COLLEGE OVERTIME RULES

AREA	CSEA	POLICE	LIMITED TERM/ PROVISIONAL	STUDENT/ NONMERIT
Work Week	Determined at time of employment	Sunday through Saturday	Determined at time of employment	Determined at time of employment
Work Days	Monday to Friday	Variable	Monday to Friday	Unspecified
Overtime Defined – Regular Work Schedule	More than 8 hours in one day and more than 40 hours in one work week	More than 8 hours in one day and more than 40 hours in one work week	More than 8 hours in one day and more than 40 hours in one work week	More than 8 hours in one day and more than 40 hours in one work week
Overtime Defined – 4/10 Alternative Work Week	More than 10 hours in one day and more than 40 hours in one work week	More than 10 hours in one day and more than 40 hours in one work week	More than 10 hours in one day and more than 40 hours in one work week	Not authorized
Overtime Defined – 9/80 Alternative Work Week	More than 9 hours on the eight 9 hour days, more than 8 hours on the one 8 hour day, or more than 80 hours in a two week period	More than 9 hours on the eight 9 hour days, more than 8 hours on the one 8 hour day, or more than 80 hours in a two week period	More than 9 hours on the eight 9 hour days, more than 8 hours on the one 8 hour day, or more than 80 hours in a two week period	Not authorized
Overtime Defined – 3/12.5 Alternative Work Week	Not authorized	More than 12.5 hours in any work day; any work on non-assigned work days	Not authorized	Not authorized
Overtime Calculation – Special rule used to calculate hours worked for overtime purposes	Time which the employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence, shall be considered as time worked by the employee in calculating overtime (e.g., a M-F employee who takes sick leave on Friday and works on Saturday would be paid overtime for Saturday work)	Time which the employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence, shall be considered as time worked by the employee in calculating overtime (e.g., a M-F employee who takes sick leave on Friday and works on Saturday would be paid overtime for Saturday work)	Time which the employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence, shall be considered as time worked by the employee in calculating overtime (e.g., a M-F employee who takes sick leave on Friday and works on Saturday would be paid overtime for Saturday work)	Only time actually worked is considered.

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Overtime Calculation – Minimum Increments	Overtime shall not be granted for periods of less than ½ hour. However, if employee shall be paid overtime if required to perform less than thirty (30) minutes more than three times in any fifteen (15) working day period	Overtime shall not be granted for periods of less than ½ hour. However, if employee shall be paid overtime if required to perform less than thirty (30) minutes more than three times in any fifteen (15) working day period	Paid for all overtime – no minimum increment	Paid for all overtime – no minimum increment
Special Overtime Rate for Sixth and Seventh Consecutive Day of Work	If employee’s average work days is four or more hours, employee shall be paid overtime for all hours worked on sixth and seventh day	If employee’s average work days is four or more hours, employee shall be paid overtime for all hours worked on sixth and seventh day	If employee’s average work days is four or more hours, employee shall be paid overtime for all hours worked on sixth and seventh day	If employee’s average work days is four or more hours, employee shall be paid overtime for all hours worked on sixth and seventh day
Special Overtime Provision for Seventh Consecutive Day of Work	If employee’s average work day is less than 4 hours, employee shall be paid overtime for all hours worked on seventh day	If employee’s average work day is less than 4 hours, employee shall be paid overtime for all hours worked on seventh day	If employee’s average work day is less than 4 hours, employee shall be paid overtime for all hours worked on seventh day	If employee’s average work day is less than 4 hours, employee shall be paid overtime for all hours worked on seventh day
Overtime Rate	All overtime is paid at 1 ½ times regular rate of pay	All overtime is paid at 1 ½ times regular rate of pay	All overtime is paid at 1 ½ times regular rate of pay	All overtime is paid at 1 ½ times regular rate of pay