

OVERTIME WORK SCHEDULES

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Unit supervisors are responsible for setting employees' schedules based on operational needs. Illinois International expects that alternate scheduling options should be employed in lieu of overtime. As a general rule, the supervisor will work with the employee to establish a mutually agreeable schedule; however, when one cannot be reached, the employee is expected to fulfill the operational needs of the unit.

In determining alternate scheduling options versus overtime, unit supervisors should consider the following:

- For employees defined as civil service, overtime is earned after their 7.5 or 8 hour work day or 37.5 or 40 hour work week (as defined by their classification).
- Overtime pay is calculated at one and a half times the regular hourly rate and is the responsibility of the employee's home unit.
- Overtime must be preapproved.
- Approval options for overtime are available to each supervisor; these can be delivered daily, weekly, by project, by season or supervisors may create a blanket agreement of maximum overtime allotments per specified time periods.
- If overtime is offered by the supervisor, the employee is not obligated to accept the overtime.
- Overtime cannot be demanded in lieu of a schedule change.
- Working unauthorized overtime hours may lead to discipline under University discipline policies up to and including termination.