## SANTA MONICA COLLEGE OVERTIME RULES

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

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<b>Overtime Calculation</b> –	Overtime shall not be granted	Overtime shall not be granted	Paid for all overtime – no	Paid for all overtime – no
Minimum Increments	for periods of less than 1/2	for periods of less than 1/2	minimum increment	minimum increment
	hour. However, if employee	hour. However, if employee		
	shall be paid overtime if	shall be paid overtime if		
	required to perform less than	required to perform less than		
	thirty (30) minutes more than	thirty (30) minutes more than		
	three times in any fifteen (15)	three times in any fifteen (15)		
	working day period	working day period		
Special Overtime Rate for	If employee's average work	If employee's average work	If employee's average work	If employee's average work
Sixth and Seventh Consecutive	days is four or more hours,	days is four or more hours,	days is four or more hours,	days is four or more hours,
Day of Work	employee shall be paid	employee shall be paid	employee shall be paid	employee shall be paid
	overtime for all hours worked	overtime for all hours worked	overtime for all hours worked	overtime for all hours worked
	on sixth and seventh day	on sixth and seventh day	on sixth and seventh day	on sixth and seventh day
<b>Special Overtime Provision for</b>	If employee's average work	If employee's average work	If employee's average work	If employee's average work
Seventh Consecutive Day of	day is less than 4 hours,	day is less than 4 hours,	day is less than 4 hours,	day is less than 4 hours,
Work	employee shall be paid	employee shall be paid	employee shall be paid	employee shall be paid
	overtime for all hours worked	overtime for all hours worked	overtime for all hours worked	overtime for all hours worked
	on seventh day	on seventh day	on seventh day	on seventh day
Overtime Rate	All overtime is paid at 1 ½	All overtime is paid at 1 ½	All overtime is paid at 1 1/2	All overtime is paid at 1 1/2
	times regular rate of pay	times regular rate of pay	times regular rate of pay	times regular rate of pay