

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Employment – Career Service Overloads	<u>Number</u> 406
Related Policy:	Employment - 6Hx20-4.029	<u>Page</u> Page 1 of 1

I. Purpose

To comply with the following Federal Wage and Hour policy:

In the event a career service employee volunteers to work in other departments (outside of their regular work hours) to earn extra money (mostly during evenings or weekends), the wage and hour law includes a provision that excludes these types of appointments from overtime pay requirements:

“(2) If an employee of a public agency, which is a State, political subdivision of a State, or an interstate governmental agency, undertakes, on an occasional or sporadic basis and solely at the employee’s option, part-time employment for the public agency which is in a different capacity from any capacity in which the employee is regularly employed with the public agency, the hours such employee was employed in performing the different employment shall be excluded by the public agency in the calculation of the hours for which the employee is entitled to overtime compensation under this section.”

The key is whether the additional work is (a) occasional, (b) voluntary, and (c) separate from their regular duties.

II. Procedure

If an employee volunteers to work in another department, and if such department desires to hire the employee for occasional work, the following procedure shall be observed:

- A. A separate requisition must be processed appointing such an employee at the temporary hourly rate (in order to clarify that it is separate from his or her regular duties) with a statement from the employee that it is voluntary.
- B. Any work hours that are required, even if outside of the employee’s regular department (such a, an employee from another department working registration when the computer is down), should be included on the employee’s regular time sheet and paid at time and a half. Cost centers would be reimbursed through a budget amendment.

Responsible Official:	Director, Human Resources
President’s Signature:	Date: 01/27/2023

