

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	March 25, 2008
Subject:	Overtime	Procedure Number:	A -05

Purpose

The Overtime policy is set to honor the union agreements while controlling overtime expenditures.

Procedure

1. Non-Emergency Overtime
 - 1.1. Non-Emergency Overtime must be approved on an Overtime Authorization Request Form in advance of working the overtime.
 - 1.1.1. No employee may approve his or her own overtime.
 - 1.1.2. Overtime must be authorized by the appropriate supervisor, manager, and director.
 - 1.1.3. Failure to receive approval prior to working non-emergency related overtime may result in a disciplinary action.
2. Emergency Overtime
 - 2.1. Supervisors must make a reasonable effort to call out the appropriate technician prior to responding to the call themselves.
 - 2.1.1. Supervisors responding to a call-out should be as a last resort unless the nature of the call-out is significant enough to necessitate the personal response and cost of the Supervisors time.
 - 2.1.2. On-Call personnel may lose On-Call beeper pay if they fail to respond to a call-in in accordance with Union Agreements.
3. All scheduled overtime will be equalized on an annualized basis per fiscal year and posted as required by the collective bargaining agreements.

Authorized by:

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