



Cornell University

Overtime

For: NonAcademic Staff

Subject: Wages and Salaries

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Applicability

All nonexempt staff, as defined by the Fair Labor Standards Act.

Definition

The Fair Labor Standards Act requires that nonexempt staff receive overtime pay for all hours worked over 40 in a standard workweek.

Calculation of Overtime

Overtime pay is calculated at the rate of one and one-half times the covered nonexempt staff's regular rate of pay.

At Cornell, overtime pay is based on hours paid during the standard workweek. The University's standard workweek for purposes of calculating overtime begins on Thursday, 12:00 am, and ends on Wednesday at 11:59 pm. Employees are required to obtain supervisory approval prior to working any overtime hours. Alternate, flexible work schedules may be used during the course of the workweek, with supervisory approval, to avoid incurring overtime. However, if an employee works unapproved overtime during the workweek, those hours must be paid.

When nonexempt staff hold more than one position at different hourly rates of pay, overtime is calculated at the rate of one and one-half times the weighted average of all hourly rates during the work period for which the calculation is made.

Note: All multiple appointments must be approved by the supervisor, department head, and the HR representative or designee in both the primary and any subsequent hiring departments.

NOTE:

For Cornell University policy information, visit the [University Policy Office](#).