



**Policy/Procedure for Paying Overtime to Employees with Two Different ISU Assignments.**

**General Rule**

Any overtime eligible employee who is employed in a regular full-time job assignment (40 hours per week) at ISU and who works in that primary assignment more than 40 hours in a 7 day period, will incur overtime hours and must be paid an overtime rate of time one and one-half of the normal base rate for the type of work done in the full-time assignment, or be granted compensatory time at a rate of one and one-half hours per each hour worked in excess of 40 hours per week. This form does not have to be completed for any overtime related to an employee's regular primary assignment.

**Alternatives**

Where the employee has two different ISU assignments, which may or may not be at the same rate, the following statements will control and this form must be completed and approval received prior to the employee working extra assignments unrelated to her/his regular primary assignment.

- Any overtime eligible employee who is employed in a full-time primary job assignment (40 hours per week) at ISU and who also does additional separate work assignments, will be paid overtime based upon the second assignment base rate that is in effect for the work as if it were being done during non-overtime hours.
- Any overtime eligible employee who works a primary job assignment for less than 40 hours per week but who, due to performing two or more assignments with different rates of pay, accumulates more than 40 hours per week, will have his/her primary assignment hours accumulate first, up to 40 per week. The secondary assignment will then supplement the primary assignment hours up to and/or beyond 40 hours per week. The secondary assignment rate of pay will determine the base rate for all overtime calculations incurred by the secondary assignment.
- Any overtime eligible employee who is employed in a full-time primary job assignment (40 hours per week) at ISU and who is asked separately to work in a teaching capacity will be paid based on a piece rate agreement. To comply with overtime provisions of the FLSA, such assignments must be paid at time and one-half the rate appropriate for the work being performed.

**All such overtime, as illustrated above will be paid by the "secondary employer", since overtime hours are defined as hour worked beyond 40 hours per week. For all hours worked in a secondary position, the secondary hiring department may not offer compensatory time in lieu of cash payment of overtime.**

This form is valid through the dates specified on page 1 and does not have to be filled out for each instance within the identified dates unless there is a change in the rate of pay.