

Applies to: All Employees in UH Plant Operations
Issued: July 13, 2010
Revised: July 1, 2012

GUIDELINES

It is the policy of Plant Operations (Plant Ops) for the University of Houston to respect the rights of its employees and to provide uniform and equitable treatment with regard to working overtime hours. Overtime is to be used only on occasions when circumstances require, as determined at the discretion of duly authorized supervisors.

PURPOSE

To provide guidelines and procedures which will ensure each shop within Plant Ops is compliant in regards to overtime work of state employees for work performed and in conjunction with State Regulations and existing policies of the University of Houston ("UH") regarding overtime.

DEFINITIONS

- A. Overtime Duty Roster – The Duty Roster was developed to accommodate off-hour service needs and is scheduled by the employee's department head, or other duly authorized supervisor.
- B. Overtime (OT) - is usually voluntary, except in cases of emergency response or facility distress and assigned on a skill set rotation basis as needed for assignments above the 40-hour work week. Overtime is a condition of employment as stated in MAPP Policy 02.04.02 Hours of Work. <http://www.uh.edu/mapp/>

PROCESS

The utilization of overtime shall be at the discretion of the department head, or other duly authorized supervisors:

- For the purpose of providing coverage when another employee is not available for work;
- To provide essential services when they cannot be provided by overlapping work schedules;
- To carry out short-range assignments in which the utilization of regular employees is more advantageous.
- Each duly authorized supervisor within a department in Plant Ops must consider each employee's skill set before placing an employee in rotation for overtime and/or the job assignment to be completed during overtime. To the greatest extent possible, each duly authorized supervisor within a department in Plant Ops will provide equitable opportunities for all similarly skilled employees to work any available overtime.
- Overtime assignments run concurrently including holidays and weekends. The rotation is scheduled to ensure that one person will not work on all holidays or weekends.
- OT pay will only be applied after employee has met their 40 hours per week of service.

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There are 2 processes for OT distribution:

- 1) Technical, Labor Trades and Skilled Trades
- 2) Custodial Staff

1) Technical, Skilled & Labor Trades Process:

- a. Supervisor will maintain a monthly volunteer list which includes applicable contact information.
- b. The supervisor and/or manager will select candidates for overtime based on the needs and required expertise in a related field.

For Skilled Trades staff

Supervisor will maintain a volunteer list. This list will be updated by 1st or following business day of each month for OT that will be distributed the following month.

The employees will be selected for overtime on a volunteer basis, but the supervisor and/or manager will select candidates if work should require expertise in a related trade.

2) Custodial OT process:

- The Facilities Service Center will send a blank sign up sheet to the supervisors by the 27th of the previous month. This should be posted in a visible area to allow associates to sign-up for a placement on the overtime pool list.
- An overtime sign-up sheet will be posted at each custodial sign-in station located across campus. See addendum A. for sign-up sheet.
- The employees will have to provide contact information, date available and skill set (for example: floor tech).
- The volunteer sign-up sheet will be available on form 1st of each month (or following business day) to the 7th day or (following business day) of each month approximately until 7:00 a.m.
- The supervisor will provide the list to the Facilities Service Center and/or delegate to consolidate all lists into one list. Facilities Service Center will compile and combine all lists into one master list in alphabetical order of last names. The master list will be housed within E-Cabinet.
- When there is planned OT requirement. The supervisor will request overtime staff from the Facilities Service Center.
- The supervisor will provide FSC a) Date when staff is required, 2) Duration of the OT requirement c) Start time and meeting place, d) contact information of the lead, e) Scope of work and f) expertise required. g) Building name. and h) number of staff required.
- The FSC will then call out the person on the volunteer OT roster. If the person declines the opportunity, then the FSC will call the next person on the list.

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- In case a person accepts the OT opportunity, but does not show up, then the lead/ supervisor on site during OT will report it to the Manager and FSC. The supervisor and/or the manager then can decide to call any person willing to respond that time.

Emergency OT:

In case there is an emergency: The manager/supervisor can assign the OT to the staff available. Emergency would be work that is urgent and cannot wait for more than couple hours.

If an employee will not be able to report to work for Overtime, the employee must contact their supervisor & to the person they are assigned to work with immediately and, when possible, at least one (1) hour before the shift begins. An employee's failure to report to work for overtime without timely notification to his or her supervisor may subject the employee to disciplinary action, including and up to termination, following MAPP Policy 02.04.03 – Discipline & Dismissal of Staff Employees.

<http://www.uh.edu/mapp/>

Overtime Compensation:

Overtime compensation will be paid according to MAPP Policy Number: 02.01.03

Overtime/Compensatory Time <http://www.uh.edu/mapp/> and UH Plant Operations On-Call Pay Policy Guidelines.

From: Rea, Jennifer D on behalf of Facilities Communications
Sent: Friday, December 18, 2015 10:24 AM
To: FAC-SERV-STAFF@LISTSERV.UH.EDU
Subject: Essential Information: Overtime Policy



Essential Email: Overtime Policy

December 18, 2015

In the interest of individual and overall safety, Facilities Services management is setting the following policy to govern overtime hours going forward:

All Facilities Services employees will limit overtime hours to a

maximum of 30 hours in any 7 day period. Any Facilities Services employee will work no more than 21 days consecutively.

This will allow shop Supervisors and Managers to accomplish our typically heavy work load during this time, while ensuring the safety of each individual worker and each team of workers. Weather or mechanical emergencies may supersede this policy.

In January 2016 a study will be done of what the needs are for each shop, balancing safety considerations and workloads. This study will lead to a formal policy that is consistent across all of Facilities Services.

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Facilities Services

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