

APPENDIX C
OVERTIME/SHIFT DIFFERENTIAL

Definitions:

I. Employees will be classified as either exempt or non-exempt, based on the duties and responsibilities of the positions.

A. Exempt employees are salaried employees who meet one of the exemptions (administrative, executive, professional or agricultural) from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees, unless they are classified as exempt under the agricultural exemption, do not earn overtime, either as cash or compensatory time off (CTO).

B. Employees in exempt classifications may be appointed to 12-month, 10-month, 10/12, 11/12, or academic year assignments.

C. Exceptions:

Employees in the following exempt classifications meet the definition of exempt under the agricultural exemption of the FLSA and may earn CTO at the rate of time and one-half the hourly rate. Employees in these classifications, having earned more than one hundred twenty (120) hours at the end of the calendar year, must be paid in cash by February 1 of the following year.

0638	Farm Laborer
0648	Crop Technician I
0651	Crop Technician II
0663	Livestock Technician I
0666	Livestock Technician II
0687	Feed Mill Operator
6385	Farm Maintenance and Operations Worker

II. Non-exempt employees are salaried employees who do not meet any of the exemptions from the overtime provisions of the FLSA. Employees in non-exempt classifications may be appointed to 12-month, 10-month, 10/12, 11/12, or academic year assignments. The full-time workweek for non-exempt classifications is a workweek of forty (40) hours within seven (7) consecutive 24-hour days or 168 consecutive hours.

A. Overtime for non-exempt employees is payable in cash or as CTO at the rate of time and one-half the hourly rate. Employees in Units 2, 5, 7 and 9, having earned more than 120 hours at the end of the calendar year, must be paid in cash by February 1 of the following year except as noted below. Paid leave is counted as time worked in determining overtime hours worked.

B. For the following classifications, earned CTO greater than two hundred forty (240) hours must be paid in cash in the pay period it was earned:

- 9688 Head Resident I
- 9687 Head Resident II

III. SHIFT DIFFERENTIAL. The following classifications are eligible to receive shift differential. No other classifications may receive shift differential.

Unit 2

- 1140 Health Record Technician
- 7922 Phlebotomist/Clinical Laboratory Assistant
- 7926 Clinical Laboratory Scientist II
- 7927 Clinical Laboratory Scientist I
- 7930 Per Diem Non-Exempt - Healthcare
- 7980 Physical Therapist I
- 7981 Physical Therapist II
- 7983 Orthopedic Technician
- 7994 Pharmacy Technician
- 7995 Radiologic Technologist I
- 7996 Radiologic Technologist II
- 8133 Licensed Vocational Nurse II
- 8134 Licensed Vocational Nurse
- 8137 Clinical Assistant
- 8145 Health Education Assistant
- 8148 Medical Assistant

Unit 5

- 0104 Maintenance and Laborer Trainee
- 0304 Cook I
- 0305 Cook II
- 0306 Cook I Lead
- 0307 Cook II Lead
- 0308 Food Service Worker I
- 0309 Food Service Worker II
- 0310 Food Service Worker I Lead
- 0311 Food Service Worker II Lead
- 0726 Lead Groundswoker
- 0731 Groundswoker
- 0733 Groundswoker Trainee
- 0735 Irrigation Specialist
- 0739 Pest Control and Spray Specialist
- 0743 Gardener
- 0745 Gardening Specialist
- 0746 Tree Trimmer I
- 0748 Tree Trimmer II
- 1508 Warehouse Worker
- 2010 Custodian
- 2013 Window Cleaner

2015	Lead Custodian
6223	Laborer
6363	Light Automotive Equipment Operator
6366	Heavy Equipment Operator/Bus Driver
6367	Heavy Construction Equipment Operator

Unit 7

0830	Desktop Publishing/Graphic Specialist – 12 month
0831	Desktop Publishing/Graphic Specialist – 11/12
0832	Desktop Publishing/Graphic Specialist – 10/12
1030	Administrative Support Assistant - 10/12
1031	Administrative Support Assistant - 11/12
1032	Administrative Support Assistant - 12 month
1033	Administrative Support Coordinator - 10/12
1034	Administrative Support Coordinator - 11/12
1035	Administrative Support Coordinator - 12 month
1099	Payroll Technician Trainee
1100	Payroll Technician I
1101	Payroll Technician II
1102	Payroll Technician III
1142	Medical Secretary
1144	Medical Transcriber
1416	Senior Data Entry Operator
1418	Data Entry Operator
1421	Data Entry Operator Trainee
1426	Micrographics Technician
1428	Supervising Micrographics Technician I
1450	Duplicating Machine Operator I
1472	Reproduction Processes Assistant
1480	Reprographics Specialist I
1481	Reprographics Specialist II
1482	Reprographics Specialist III
1483	Reprographics Specialist IV
1502	Shipping & Receiving Assistant I
1504	Mail Services Supervisor I
1505	Mail Clerk
1506	Storekeeper I
1509	Stock Clerk
1549	Property Clerk II
1550	Property Clerk I
1553	Inventory Clerk
1628	Supervising Telephone Operator
1635	Telephone Operator
1730	Accounting Technician I
1733	Accounting Clerk
1740	Accounting Technician III

1741	Accounting Technician II
1757	Collections Representative Trainee
1758	Collections Representative I
1759	Collections Representative II
1927	Data Control Technician
1928	Senior Data Control Technician
3022	Drafting Aid
3023	Drafting Technician I
3024	Drafting Technician II
4790	Buyer Trainee
4791	Buyer I
4792	Buyer II
4793	Buyer II – Lead
4794	Buyer III
4795	Buyer III – Lead
5210	Health Services Assistant
8800	Police Dispatcher – 12 month
8801	Police Dispatcher – 11/12
8802	Police Dispatcher – 10/12
8810	Parking Officer – 12 month
8811	Parking Officer – 11/12
8812	Parking Officer – 10/12
8820	Community Service Specialist – 12 month
8821	Community Service Specialist – 11/12
8822	Community Service Specialist – 10/12
9687	Head Resident II
9688	Head Resident I
9692	Dormitory Supervisor

Unit 9

0400	Analyst/Programmer - 12 Month Range 1 - Foundation
0401	Analyst/Programmer - 11/12 Month Range 1 - Foundation
0402	Analyst/Programmer - 10/12 Month Range 1 - Foundation
0410	Operating Systems Analyst - 12 Month Range 1 - Foundation
0411	Operating Systems Analyst - 11/12 Month Range 1 - Foundation
0412	Operating Systems Analyst - 10/12 Month Range 1 - Foundation
0420	Information Technology Consultant - 12 Month Range 1 – Foundation
0421	Information Technology Consultant - 11/12 Month Range 1 - Foundation

0422	Information Technology Consultant - 10/12 Month Range 1 - Foundation
0430	Network Analyst - 12 Month Range 1 - Foundation
0431	Network Analyst - 11/12 Month Range 1 - Foundation
0432	Network Analyst - 10/12 Month Range 1 - Foundation
0440	Equipment Systems Specialist - 12 Month
0441	Equipment Systems Specialist - 11/12 Month
0442	Equipment Systems Specialist - 10/12 Month
0450	Operations Specialist - 12 Month
0451	Operations Specialist - 11/12 Month
0452	Operations Specialist - 10/12 Month
0648	Crop Technician I
0651	Crop Technician II
0670	Animal Health Technician
0697	Poultry Technician
0703	Nursery Technician II
0706	Nursery Technician I
0800	Public Affairs/Communication Specialist – 12 month Range 1 – Specialist I
0801	Public Affairs/Communication Specialist – 11/12 Range 1 – Specialist I
0802	Public Affairs/Communication Specialist – 10/12 Range 1 – Specialist I
0810	Media Production Specialist – 12 month
0811	Media Production Specialist – 11/12
0812	Media Production Specialist – 10/12
0820	Graphic Designer – 12 month
0821	Graphic Designer – 11/12
0822	Graphic Designer – 10/12
0840	Performing Arts Technician – 12 month
0841	Performing Arts Technician – 11/12
0842	Performing Arts Technician – 10/12
0860	Visual Resource Specialist – 12 month
0861	Visual Resource Specialist – 11/12
0862	Visual Resource Specialist – 10/12
1036	Administrative Analyst/Specialist – 10/12 Range 1 – Non-Exempt
1037	Administrative Analyst/Specialist – 11/12 Range 1 – Non-Exempt
1038	Administrative Analyst/Specialist – 12 month Range 1 – Non-Exempt
1513	Athletic Equipment Attendant II
1514	Athletic Equipment Attendant I
1521	Technician Trainee

1577	Instructional Support Assistant I
1578	Instructional Support Assistant II
1579	Instructional Support Assistant III
1615	Instructional Support Technician I
1617	Instructional Support Technician II
1619	Instructional Support Technician III
1762	Accountant I
2866	Accompanist II
2867	Accompanist I
2885	Library Services Specialist Trainee
2886	Library Services Specialist I
2887	Library Services Specialist II
2888	Library Services Specialist III
2889	Library Services Specialist IV
5151	Personnel Assistant
5255	Administrative Trainee
5287	Budget Analyst
5681	Research Technician II
5683	Research Technician I
6726	Planner/Estimator/Scheduler
6950	Piano Technician I
6951	Piano Technician II
7000	Equipment Maintenance Assistant
7001	Equipment Technician I, Mechanical
7002	Equipment Technician I, Electro-Mechanical
7003	Equipment Technician I, Electronic
7004	Equipment Technician I, Specialized Equipment
7011	Equipment Technician II, Mechanical
7012	Equipment Technician II, Electro-Mechanical
7013	Equipment Technician II, Electronic
7014	Equipment Technician II, Specialized Equipment
7021	Equipment Technician III, Mechanical
7022	Equipment Technician III, Electro-Mechanical
7023	Equipment Technician III, Electronic
7024	Equipment Technician III, Specialized Equipment
7168	Lead Interpreter/Transliterator
7169	Interpreter/Transliterator II
7170	Interpreter/Transliterator I
7180	Computer Aided Transcriber
7191	Realtime Captioner
7192	Lead Realtime Captioner
7193	Hourly Interpreter/Realtime Captioner/Computer Aided Transcriber
7200	Interpreter I – 8/12
7201	Interpreter II – 8/12
7202	Lead Interpreter – 8/12
7210	Computer Aided Transcriber - 8/12

7220	Realtime Captioner – 8/12
7221	Lead Realtime Captioner – 8/12
7512	Glassblower
7879	Laboratory Assistant II
7888	Laboratory Assistant I

IV. OVERTIME. Those classifications listed below are exempt. All other existing classifications are non-exempt. Employees in classifications designated as exempt do not earn overtime.

Unit 2

7976	Speech Pathologist
7991	Pharmacist I - 10 Month
7992	Pharmacist I - 12 Month
7993	Pharmacist II
8130	Nutritionist
8147	Health Educator
8150	Registered Nurse I -10 Month
8151	Registered Nurse I - 12 Month
8153	Registered Nurse II - 10 Month
8154	Registered Nurse II -12 Month
8156	Registered Nurse III - 10 Month
8157	Registered Nurse III - 12 Month
8161	Physician Assistant
8165	Nurse Practitioner - 10 Month
8166	Nurse Practitioner - 12 Month
8180	Athletic Trainer I
8181	Athletic Trainer I – AY
8185	Athletic Trainer II
8186	Athletic Trainer II – AY
8190	Head Athletic Trainer
8191	Head Athletic Trainer – AY

Unit 5

All existing classifications in this unit are non-exempt and earn overtime at the rate of one and one-half (1½) times the hourly straight time rate, with the exception of the Farm Maintenance and Operations Worker (6385). The Farm Maintenance and Operations Worker classification is exempt under the agricultural exemption of the FLSA and may earn overtime or CTO as defined in Section I. C. above.

Unit 7

All existing classifications in this unit are non-exempt and earn overtime or CTO at the rate of one and one-half (1½) times the hourly straight time rate.

Unit 9

0400	Analyst/Programmer - 12 Month *
	Range 2 - Career
	Range 3 - Expert
0401	Analyst/Programmer - 11/12 Month*
	Range 2 - Career
	Range 3 - Expert
0402	Analyst/Programmer - 10/12 Month*
	Range 2 - Career
	Range 3 - Expert
0410	Operating Systems Analyst - 12 Month*
	Range 2 - Career
	Range 3 - Expert
0411	Operating Systems Analyst - 11/12 Month*
	Range 2 - Career
	Range 3 - Expert
0412	Operating Systems Analyst - 10/12 Month*
	Range 2 - Career
	Range 3 - Expert
0420	Information Technology Consultant - 12 Month*
	Range 2 - Career
	Range 3 - Expert
0421	Information Technology Consultant - 11/12 Month*
	Range 2 - Career
	Range 3 - Expert
0422	Information Technology Consultant - 10/12 Month*
	Range 2 - Career
	Range 3 - Expert
0430	Network Analyst - 12 Month*
	Range 2 - Career
	Range 3 - Expert
0431	Network Analyst - 11/12 Month*
	Range 2 - Career
	Range 3 - Expert
0432	Network Analyst - 10/12 Month*
	Range 2 - Career
	Range 3 - Expert
0627	Farm Supervisor I
0800	Public Affairs/Communication Specialist – 12 month
	Range 2 - Specialist II
	Range 3 - Specialist III
0801	Public Affairs/Communication Specialist – 11/12
	Range 2 - Specialist II
	Range 3 - Specialist III
0802	Public Affairs/Communication Specialist – 10/12
	Range 2 - Specialist II

* Range code indicates skill level. Class Code indicates classification and pay plan.

	Range 3 - Specialist III
0810	Media Production Specialist III – 12 month
0811	Media Production Specialist III – 11/12
0812	Media Production Specialist III – 10/12
0850	Broadcast Engineer – 12 month
0851	Broadcast Engineer – 11/12
0852	Broadcast Engineer – 10/12
1036	Administrative Analyst/Specialist – 10/12
	Range 2 – Exempt I
	Range 3 – Exempt II
1037	Administrative Analyst/Specialist – 11/12
	Range 2 – Exempt I
	Range 3 – Exempt II
1038	Administrative Analyst/Specialist – 12 month
	Range 2 – Exempt I
	Range 3 – Exempt II
2572	Space and Facilities Utilization Officer
3801	Radiation Safety Officer
4555	Accountant II
4556	Accountant III
5250	Special Assistant, EOP
5284	Senior Budget Analyst
5330	Federal Programs Coordinator
5680	Research Technician III
5783	Associate, Academic & Institutional Studies II
5784	Associate, Academic & Institutional Studies I
5787	Associate, Academic & Institutional Studies III
6725	Senior Planner/Estimator/Scheduler
6970	Diving Safety Officer