



## RUTGERS POLICY

**Section:** 60.9.36

**Section Title:** Legacy UMDNJ policies associated with Human Resources

**Policy Name:** Overtime Hours and Hours Worked on Legacy UMDNJ's Designated Holidays – Non-Exempt Staff Employees

**Formerly Book:** 30-01-30-40:00

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 1/14/2008

**Revisions:** 7/1/2013; 2/6/2014

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

- Policy Statement**  
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
- Reason for the Policy**  
To define compensable overtime and hours worked on officially designated legacy UMDNJ designated holidays for non-exempt staff employees.
- Who Should Read This Policy**  
All Rutgers employees who are employed in legacy UMDNJ positions.
- Related Documents**  
None.
- Contacts**  
University Human Resources: 848-932-3020
- Policy**

### **60.9.36 OVERTIME HOURS AND HOURS WORKED ON LEGACY UMDNJ'S DESIGNATED HOLIDAYS – NON-EXEMPT STAFF EMPLOYEES**

Compensable overtime hours and hours worked on an officially designated Rutgers legacy UMDNJ position premium paid holiday are paid only to non-exempt staff employees at a rate of one and a half times by either compensatory time off or by cash, based on the staff employee's regular hourly rate, at Rutgers Health Sciences' option. In addition to premium pay or compensatory time off for premium paid holidays, non-exempt staff employees also get another day off for the holiday or pay in lieu of that day. Also, there is a special provision for staff employees that are routinely scheduled to work twelve (12) hour shifts, and staff employees routinely scheduled to work eight (8) hour shifts in inpatient units (Health Sciences-Newark Only). These staff employees shall be compensated, in one lump sum, distributed twice a year, for the Rutgers Health Sciences designated holidays worked, for a maximum of

nine (9) holidays (totaling a maximum of seventy-two hours). Contact the University Human Resources for details regarding this policy and the limited staff it affects. Unworked holidays for which employees are paid, such as holiday allowances and vacation days, (sick days are not counted) are counted in computing hours as eligible for overtime compensation. No pyramiding (e.g., building one premium on top of another premium) of overtime pay, holiday premium or other rates of compensation is permitted except as stipulated in any collective negotiation agreement. If two or more premium rates apply to hours in the same work week, only one premium (the one producing the greater compensation, if any) shall apply.