

**RUTGERS POLICY**

**Section:** 60.9.48

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

**Policy Name:** Overtime and Holiday Pay for Non-Exempt and Temporary Staff Employees

**Formerly Book:** 30-01-30-35:00

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

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

**Responsible Office:** University Human Resources

**Originally Issued:** 1/4/08

**Revisions:** 7/1/2013; 10/10/2013 (Updated title)

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

1. **Policy Statement**  
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**  
To set guidelines for Overtime and Holiday Pay for Non-Exempt and Temporary Staff Employees in legacy UMDNJ positions.
3. **Who Should Read This Policy**  
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**  
N/A
5. **Contacts**  
University Human Resources: 848-932-3020
6. **The Policy**

**60.9.48 OVERTIME AND HOLIDAY PAY FOR NON-EXEMPT AND TEMPORARY STAFF EMPLOYEES**

Non-exempt staff employees (regular or temporary) in legacy UMDNJ positions are eligible for paid weekly overtime after 40 hours of work in a work week, at a rate of one and one-half times (1.5x) their regular rate of pay. For weekly hours beyond their schedule, but short of the 40 hours, straight time is paid. Also, regular part-time staff employees (scheduled to work 20 hours or more per week) are eligible for premium pay for hours worked on a UMDNJ designated holiday. Full-time temporary staff employees, after 6 consecutive months on the job, are also eligible for premium pay for hours worked on a Rutgers Health Sciences designated holiday. 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 negotiations 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.