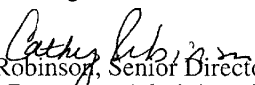


THE CALIFORNIA STATE UNIVERSITY  
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**Date:** May 23, 2000 **Code:** TECHNICAL LETTER  
HR/SA 2000-07

**To:** Human Resources Directors  
Payroll Managers

**From:**   
Cathy Robinson, Senior Director  
Human Resources Administration

**Subject:** Overtime and Compensatory Time Off (CTO)

As you are aware, consistent with the Fair Labor Standards Act (FLSA), non-exempt employees who work over 40 hours in a seven day work schedule, or 80 hours over a fourteen day work schedule, must be compensated at a rate of one and one-half times their hourly straight time salary rate. Overtime may be paid as cash or as compensatory time off (CTO) as determined by the appropriate administrator.

As a reminder, for part-time employees, hours worked over the assigned part-time time-base but less than the 40 hours or 80 hours work schedule must be paid to the employee as regular pay at the straight time rate. For example, an employee assigned to a 50% time-base position (20 hours a week) over a seven day work schedule works 30 hours instead of the assigned 20 hours during one week. The employee must be paid the ten hours worked in excess of the assigned 50% time-base at the regular straight time pay rate in the pay period the work was performed. CTO is not allowed. An employee assigned to non-exempt position with a time-base less than full-time earns overtime or CTO in lieu of overtime only when hours worked are over the 40 hours (over seven days) or 80 hours (over fourteen days).

If you have any questions, please contact Pamela Chapin in Human Resources Administration at (562) 951-4414. This memorandum can be found on Human Resource Administration's WEB site at <http://www.calstate.edu/tier3/HR/index.html>.

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