

## 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 or are firefighters, 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 have a workweek which consists of an average of 72 hours per week, including work time, standby time, and on-call time. Hours in excess of 312 in a month are compensated at time and one-half and are compensable in cash or CTO.

8830 Fire Apparatus Engineer – 12 month  
8831 Fire Apparatus Engineer – 11/12  
8832 Fire Apparatus Engineer – 10/12

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 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 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  
7926 Clinical Laboratory Scientist II  
7927 Clinical Laboratory Scientist I  
7930 Per Diem Non-Exempt - Healthcare  
7980 Physical Therapist I  
7981 Physical Therapist II  
7994 Pharmacy Technician  
7995 Radiologic Technologist I  
7996 Radiologic Technologist II  
8134 Licensed Vocational Nurse  
8135 Clinical Aid I  
8136 Clinical Aid II  
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
1120	Clerical Trainee
1142	Medical Secretary
1144	Medical Transcriber
1408	Power Keyboard Operator Trainee
1409	Power Keyboard Operator
1416	Senior Data Entry Operator
1418	Data Entry Operator
1421	Data Entry Operator Trainee
1424	Micrographics Technician Trainee
1426	Micrographics Technician
1428	Supervising Micrographics Technician I
1430	Supervising Micrographics Technician II

1450	Duplicating Machine Operator I
1464	Duplicating Machine Supervisor I
1466	Duplicating Machine Operator II, Offset
1467	Duplicating Machine Operator II, Direct Impression
1471	Reproduction Processes Supervisor I
1472	Reproduction Processes Assistant
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
1727	Supervising Account Clerk I
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
2898	Book Repairer II
2899	Book Repairer I
2904	Library Assistant Trainee
2905	Library Assistant II
2906	Library Assistant I
2907	Library Assistant III
2908	Library Assistant IV
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

0300 CMA Staff Services Analyst  
0301 CMA Associate Personnel Analyst  
0302 CMA Student Affairs Officer I  
0303 CMA Student Affairs Officer II  
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
5151	Personnel Assistant
5255	Administrative Trainee
5287	Assistant 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/Transliterater
7169	Interpreter/Transliterater II
7170	Interpreter/Transliterater 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
7988	Radiation Protection Specialist
7991	Pharmacist I - 10 Month
7992	Pharmacist I - 12 Month
7993	Pharmacist II
8005	Sanitarian 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

Unit 5

All existing classifications in this unit are non-exempt and earn overtime at the rate of one and one-half 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 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

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

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

0638 Farm Laborer

0648 Crop Technician I

0651 Crop Technician II

0663 Livestock Technician I

0666 Livestock Technician II

0687 Feed Mill Operator

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 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
3810	Library Serials Editor
4555	Accountant II
5250	Special Assistant, EOP
5284	Associate 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
6960	Fish Hatchery Manager
6970	Diving Safety Officer