



## The American University of Kurdistan Policy for Non-Exempt Overtime

Policy Number: HR014  
Effective Date: May 28, 2023

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred as “Board”) at The American University of Kurdistan (herein referred as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy states the requirements and procedures for the non- exempt overtime.
- c. **Scope:** The Overtime Policy includes all non-exempt employees.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

### III. POLICY STATEMENT

- For non-exempt employees, ordinary working hours shall be Eight (8) hours per day with 2 days off with total working hours of forty (40) hours per week;
- Those administrative staff with managerial and supervisory positions are not eligible for this policy as well as instructive staff.
- AUK generally define the working week as Sunday through Thursday with 8 hours per day, and apply Friday and Saturday as weekend days;
- For non-exempt employees, overtime is defined as any time worked beyond the normal as established by contract as normal.

### IV. GENERAL PROCEDURE FOR NON-EXEMPT EMPLOYEES

- AUK may ask employee(s) to work extra hours if any of the following conditions occurs:
  - Seasonal events, special events, occasional emergencies;
  - Technical maintenance and/or repair which would cause major work disruption;
  - Work as needed to avoid institutional damage or material or products; and
  - During budget and BoT reporting preparation;
- Employees must complete the overtime request form or substitute documentation and get the necessary approvals from their respective supervisor. This will be sent to HR.
- During emergencies, approvals may be verbal at the actual working time to be later followed by the official submission of documentation by the employee's supervisor;
- Supervisors must provide HR with justifications for overtime – what constitutes an “emergency”;
- Directors and VPs are responsible for monitoring overtime expenses, and should try to minimize them without harming the operations of the University;
- HR shall receive all overtime requests for previous month from departments before the calculation of the end-of-month payroll – by the 25<sup>th</sup> of the month;
- HR to review overtime requests and ensure that they comply with policies;
- If any employee or their supervisor submits a fraudulent document, s/he will be subject to disciplinary action;
- HR to include overtime payment in the month's payroll calculations; and
- HR to monitor overtime expenses per unit to ensure there is no excessive use of the benefit.

### V. GUIDELINES

- The Overtime Policy includes all non-exempt employees;
- Overtime compensation shall be calculated based on the gross monthly salary as follows:

a. Normal working day	1.5 times
b. Government declared holidays	2.0 times
- Normally, total monthly overtime hours should not exceed twenty-five (25) hours per month; annual total overtime hours per employee will not exceed 300 hours; exception will be granted for emergency situations/ pre-approved cases.
- When calling an employee to work for overtime, and if work is below one hour, it will be considered as one hours, this point does not include working extra time after a normal work day;
- If the work duty requires working more than 4 hours per day overtime frequently, then units should consider a redefinition/reclassification of the employee's job description and unit staffing;

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- If a non-exempt employee is traveling domestically to execute business tasks in other governorates and worked a number of hours beyond the normal working hours or on holiday, then s/he will be eligible to demand overtime for his/her working hours. Training courses, attending conferences, and other professional development events are excluded;
- If the employee is on annual leave/sick leave and called to do some emergency tasks, s/he shall be compensated for the hours worked; and
- Exceptional cases for the number of overtime hours in a month may be approved in coordination with the HR Director and respective VP and/or the President

## VI. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023