



Town Hall: PCCD Overtime Policy

Dr. Jannett N. Jackson
April 25, 2022



Panelists

- Dr. Jannett N. Jackson, Interim Chancellor
- Dr. Ronald McKinley, Interim Vice Chancellor of Human Resources & Employee Relations
- Dr. Marla Williams-Powell, Interim Executive Director, Fiscal Services
- Immaculate Adesida, Director of Human Resources
- Royl L. Roberts, Interim Chief of Staff
- Antoine Mehoulley, Chief Technology & Information Systems Officer
- Rebecca del Toro, Director of Payroll Services
- Amy Brandt, Attorney, LCW
- Mark Johnson, Executive Director, Marketing, Communication & PR

OVERTIME

Restatement of
Perata Policy and
Federal and
California Law

PCCD Overtime
Townhall
4/25/2022

FEDERAL OVERTIME:

THE FEDERAL OVERTIME PROVISIONS ARE CONTAINED IN THE FAIR LABOR STANDARDS ACT (FLSA). UNLESS EXEMPT, EMPLOYEES COVERED BY THE ACT MUST RECEIVE OVERTIME PAY FOR HOURS WORKED OVER 40 IN A WORKWEEK AT A RATE NOT LESS THAN TIME AND ONE-HALF THEIR REGULAR RATES OF PAY.

CALIFORNIA OVERTIME:

OVER 8 HOURS IN A WORKDAY.

Overtime **IS NOT** paid for time worked during normal working hours for any reason.

Restatement of
Perata Policy and
Federal and
California Law

SECONDARY APPOINTMENTS:

- Secondary appointments approved by direct supervisor at request of secondary supervisor.
- Secondary appointments paid at the secondary position rate.
- Overtime worked in secondary positions paid at the FLSA blended O/T rate.
- Secondary assignment can be paid on a project basis.

Restatement of
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THE FEDERAL GOVERNMENT'S FAIR LABOR STANDARDS ACT REQUIRES THAT WHEN WORK IS PERFORMED AT TWO OR MORE RATES, OVERTIME MUST BE PAID OUT AT A BLENDED RATE. A "BLENDED RATE" IS A RATE OF NOT LESS THAN ONE-AND-A-HALF TIMES THE WEIGHTED AVERAGE OF ALL NON-OVERTIME RATES USED DURING THAT WORKWEEK.

Restatement of
Perata Policy and
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PeopleSoft Upgrade

PeopleSoft phase 2 requires clear cut reporting and approval process

Need to clarify who approves overtime for certain jobs done and where the funding comes from

Current Issue:

How should we handle the overtime hours already reported in production where employees worked outside home department?

Who should approve the time?

Before 04/25/2022

Onetime arrangement for overtime worked in a different department prior to Monday, 04/25/2022 should **be submitted in paper to payroll.**

This is work done for a manager with a different combo code. Not employee's primary department.

After 04/25/2022

The new procedure will apply and will be enforced for overtime hours worked outside home department

An Employee working on a secondary assignment in a lower classification will require a separate employee record

Secondary assignment manager will initiate eform to hire

Requires position number to be created before the eForm can be initiated

Requires special assignment manager's combo code



Questions?



Thank You!

Reach out to us at info@Peralta.edu



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