OVERTIME PAY FOR SUPPORT STAFF

MIT Policy 5.4.1 Overtime Pay for Support Staff

Support Staff receive overtime pay for all hours worked in excess of forty (40) hours in a payroll week. Hours worked and paid absences (sick leave, vacation, holidays, etc.) count toward the computation of overtime. Time taken for meal breaks should not be considered as time worked for pay purposes or the computation of overtime.

The premium rate of pay of one and one-half the base hourly rate will be applied to all hours paid in excess of forty in the workweek to the extent that there are hours actually worked during the workweek.

Policy Application for Library Employees

Overtime work must be authorized by a supervisor and department head and Associate Director. Approval in advance of the overtime is required from the Assistant Director for Administration. Approval requests should be sent to payroll-lib@mit.edu.