

Overtime

Projects and priorities may require extra work beyond one's regular work schedule. Supervisors determine work schedules and must authorize any overtime before employees begin the overtime work. The standard workweek is Monday thru Sunday. Overtime will be paid at 1.5 times the regular hourly rate for all hours worked over 40 in one week. Hours worked consists of Regular, Holiday, Vacation, Jury/Witness Duty, and University Closure time. Other paid time off hours do not count towards hours worked. Should hours worked total less than 40, all overtime leading up to 40 hours worked will be paid at one's regular hourly rate.

The department supervisor will attempt to provide reasonable notice when the need for overtime work arises. However, advance notice may not always be possible.

All Detroit Mercy union employees should refer to their union contact.