

TO: Deans, Directors, Chairs and Higher Education Officer Series Employees

FROM: Elizabeth Robinson, Director of Human Resources *ER*

RE: Professional Staff Congress (PSC) /CUNY Overtime Provision for  
Higher Education Officer (HEO) Series Employees

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As a reminder, The City University of New York and the PSC entered into an agreement setting forth the guidelines for the grant of over time for employees in the HEO series who are *assigned* to work in excess of 35 hours in a week. It is crucial that each supervisor monitor the allocation of overtime since funding is the responsibility of the individual department. There is no additional funding authorized for this new provision.

**As a reminder for Non-Exempt HEO series staff (Assistant to Higher Education Officers and some Higher Education Assistants):**

- Overtime must be specifically assigned by the supervisor to work more than 35 hours during a workweek.
- Compensatory time will be received on an hour for hour basis (not partial hours) for hours worked between 36 and 40 hours (including the 40th work hour) in a one week period, Monday through Sunday.
- As before, employees who are non-exempt will receive payment at the rate of time and one half for hours worked in excess of 40 hours in a one week period, Monday through Sunday (beginning the 41st hour).

**Exempt Higher Education Officer Series staff (some Higher Education Assistants, Higher Education Associates and Higher Education Officers):**

- Overtime must be specifically assigned by the supervisor to work more than 35 hours during a workweek.
- Compensatory time will be received on an hour for hour basis (not partial hours) for hours worked after 35 in a one week period, Monday through Sunday.
- Exempt staff does not receive paid overtime.

### **Further Guidelines:**

Assigned overtime hours (whether paid or comp time) are hours assigned by a supervisor to perform a specific project in addition to the employees usual responsibilities. Assigned over time hours must be pre-authorized, in writing by the supervisor and must be then approved by the Dean, Director or Chair of the department. The approved overtime assignment, along with the attached form, must be submitted to Ms. Donna Katz in the Office of Human Resources.

In situations where it is not practical for the duly authorized administrator to provide such advance written authorization, such authorization shall be put in writing as soon as possible thereafter. To the extent possible, the supervisor shall provide the employee with 48 hours notice of the assigned overtime.

Approved compensatory time earned during each quarter of the contractual leave year (September 1 through August 31) should be utilized within the same quarter, but no later than thirty (30) calendar days after the end of the quarter.

A quarterly statement of compensatory time balances will be supplied by the Office of Human Resources.

Should the College dispute any overtime claim, the College shall have ten (10) days from the date the claim was submitted to the Office of Human Resources, to demonstrate that the time was not authorized.

Thank you for your cooperation in administering this provision of the PSC contract. If you have any questions please email me at [Elizabeth.Robinson@baruch.cuny.edu](mailto:Elizabeth.Robinson@baruch.cuny.edu) or call me at 646-660-6590.

Links:

- [Non-Exempt Higher Education Officer Series Staff Request for Paid Overtime and/or Compensatory Time](#)
- [Exempt Higher Education Officer Series Staff Request for Compensatory Time](#)