

## Overtime Eligibility and Time Tracking at MSU

Union/Association		Overtime required by FLSA?	Exempt or Non-exempt?	Entitled to overtime by union contract or policy?	Required to track time daily?
APSA – Administrative Professional Supervisors	Level 11 or below	No	Exempt	Yes – over 40 in a workweek	No
	Level 12 or above	No	Exempt	No	No
APA – Administrative Professionals	Level 11 or below	No	Exempt	Yes – over 40 in a workweek	No
	Level 12 or above	No	Exempt	No	No
Non-union Support Staff	Level 11 or below	No	Exempt	Yes – per policy	No
	Level 12 or above	No	Exempt	No	No
CTUMSU – Clerical/Technical <sup>1</sup>		Yes	Non-exempt	Yes – over 40 in a workweek	Yes
1585 – Service Maintenance		Yes	Non-exempt	Yes – over 8 in a day	Yes
999 – Skilled Trades		Yes	Non-exempt	Yes – over 8 in a day	Yes
324 – Power Plant <sup>2</sup>		Yes	Non-exempt	Yes – over 8 in a day	Yes
274 – International Alliance of Theatrical Stage Employees	On-calls	Yes	Non-exempt	Yes – over 8 in a day	Yes
	Stage Managers	Yes	Non-exempt	Yes – over 40 in a workweek	Yes
Nurses	Level 73 or below	No	Exempt	Yes – over 40 in a workweek	No
	Level 74 or above	No	Exempt	No	No
FOP <sup>3</sup>		Yes	Non-exempt	Yes	Yes
FAS (including UNTF)		No	Exempt	No	No

<sup>1</sup> Health care delivery facilities have exceptions – refer to union contract

<sup>2</sup> Maintenance Operations have 12 hour shifts – refer to union contract

<sup>3</sup> FOP has 12 hour shift provisions – refer to union contract