

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
OVERTIME CHARGED TO CONTRACTS POLICY

Number 07.02.15

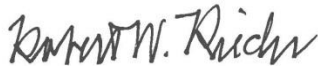
Division Office of Sponsored Programs

Date October 1, 2007

Policy Overtime is NOT AN ALLOWABLE CHARGE to contracts unless approved in writing by the agency Contracting Officer. Overtime not approved by the agency will be charged to the UAH department or research center. If you anticipate an overtime situation, please contact your Contract Administrator to request agency approval. "Overtime" is defined as "working more than forty (40) hours in one work week" (see *UAH Staff Handbook*, page 30). Exempt employees do not receive overtime regardless of the number of hours worked.

Review The Office of Sponsored Research is responsible for the review of this policy every four (4) years (or whenever circumstances require).

Approval



Chief University Counsel



Vice President for Research and Economic Development



Provost and Executive Vice President for Academic Affairs



Director, Office of Sponsored Programs

APPROVED:



President