

Approved by the PEEC board February 2022

Overnight Work Policy

Purpose:

At times PEEC employees are required to be away from home overnight for a work event. This policy defines when PEEC employees are compensated for overnights away from home, and differentiates between overnight work and overnight stays.

Definition:

Overnight work is defined as time when PEEC employees are on-call during the night. Being on call means that they must be available to respond to any needs or emergencies that might arise during the night. PEEC employees are compensated for overnight work.

Overnight stays include attendance at conferences or workshops where the PEEC employee is not on-call during their sleeping hours. PEEC employees are not compensated for overnight stays.

Policy:

Salaried employees should adjust their work schedule within the month to compensate for the on-call hours.

Hourly employees will be paid their hourly rate for overnight work. If this requires overtime for the week, they will be paid at a time and a half rate. Hourly employees asked to work more than 40 hours in a week (Monday through Sunday) should discuss this with their supervisor and receive approval for the overtime before the work begins.