Appendix B

Calculating Overtime for Employees with Multiple Positions at Michigan Tech

Definition:
The primary position is generally the position where the greatest hours are worked on a consistent basis.

Overtime Pay:
When the multiple positions are overtime eligible, the employee is eligible for overtime at the regular rate for all hours worked in excess of the overtime threshold. If the employee's primary duty is performed in a position that is determined to meet an FLSA exemption, the employee is not eligible for overtime pay for the multiple positions. When the employee is determined to be eligible for overtime, the hours worked in each position must be considered together in determining if the overtime threshold is reached.

Overtime Distribution:
To stay in accordance with the FLSA, overtime will be applied to the positions in proportion to the hours worked in each position. The following example illustrates the calculation for the overtime distribution.

EXAMPLE

Determining the percentage of hours on each position
An employee works 25 hours at $10.00 an hour in position 1 and 20 hours at $15.00 an hour in position 2 in one week. Total of 45 hours worked for the week.

25/45 = 55.56%   Position 1   5 hours OT *55.56% = 2.78 Hours OT
Position 1
20/45 = 44.44%   Position 2   5 hours OT *44.44% = 2.22 Hours OT
Position 2
  100%   Total

Position 1 Hours
22.22 Regular Hours @ $10.00   = $222.20
 2.78 Overtime Hours @ $15.00 = $ 41.70
Total Payroll Position 1   **$263.90**

Position 2 Hours
17.78 Regular Hours @ $15.00   = $266.70
 2.22 Overtime Hours @ $22.50 = $ 49.95
Total Payroll Position 2   **$316.65**