Every employee is classified as either “exempt” or “non-exempt” as required by law – consistent with provisions of the Federal Fair Labor Standards Act (FLSA), as amended, and the California Industry Work Orders.

Federal and state wage and hour laws require that employees performing certain kind of jobs be compensated with extra pay (overtime pay) for all hours worked in excess of eight hours in one day or forty (40) hours in one week. Compensatory time off is not allowed. The University designates which jobs are exempt and which are non-exempt, in a manner consistent with law.

Non-exempt employees are eligible for overtime pay in accordance with California law. For purposes of calculating overtime pay, Pacific’s work day begins at midnight and ends at 11:59 pm. The workweek begins at midnight on Monday and ends at 11:59 pm the following Sunday for all employees.

Workweek Exception:
Public Safety Officers workweek begins at midnight on Sunday and ends at 11:59 pm the following Saturday.

**Daily Overtime — California Law**

Non-Exempt Employees will be provided 1.5 times their regular rate of pay for:

- All hours worked beyond eight in a single workday
- The first eight hours worked on the seventh consecutive day worked in a single workweek, regardless of the number of hours worked in the preceding six days

Non-Exempt Employees will be paid double their regular rate of pay for both:

- All hours worked beyond 12 in a single workday
- The hours worked beyond eight on the seventh consecutive day worked in a single workweek

**Weekly Overtime — California and Federal Law**

Non-Exempt Employees will be paid 1.5 times their regular rate of pay for:

- All hours worked beyond 40 straight-time hours in a workweek.

**Holiday Overtime — University Policy**

Due to the operational needs of various departments, some employees may be required to work on either a holiday or a seasonal holiday.

Non-Exempt Employees will be paid 1.5 times their regular rate of pay when:

- required to work on a holiday

Non-Exempt Employees will receive regular pay when required to work on a Pacific seasonal holiday.