

## Guidelines for Hourly Paid Employees Working Camps

Many questions arise each year about how University of Missouri employees paid hourly should report time when working at summer youth camps. These employees include Youth Program Assistants, Youth Program Associates, and Youth Educators. While it is difficult to develop policy for all situations, these employees should follow the following guidelines:

- Plan and schedule your week to allow for flextime to be used to minimize the need for overtime/compensatory time during the week of camp.
- Employees should not be paid to work during meals unless they have specific responsibilities during that time.
- Most often, Youth Program Assistants, Youth Program Associates, and Youth Educators are not on duty during the evening hours, and should not be reporting hours worked during that time.
- Employees should not be paid for sleeping. If an emergency occurs during the night, the Specialist should be the first contact.
- If an employee is required to work during sleeping hours, they will be paid a minimum of 3 hours.
- If it is necessary for the employee to work and report more than 40 hours in a work week, the employee will earn compensatory time rather than be paid overtime. (Please see Compensatory time Q & A at <http://muextensionway.missouri.edu/support-units/human-resources#compensation>).

Please contact MU Extension Human Resources if you have specific questions.