

2.1.20.1

Issued: March 10, 2000

SUBJECT: NON-FACULTY EMPLOYEE MONTHLY TIME REPORTS

The Administrative Council of the College has established a distinction between non-exempt (hourly) employees and exempt (salaried administrative or executive) employees. Non-exempt employees are subject to record keeping requirements and are entitled to overtime pay in appropriate circumstances. Exempt employees are subject only to such record keeping as the employer may require and are not entitled to overtime pay.

Compensatory time is offered to a non-exempt employee who works overtime on any day of a given work week and is allowed to shorten proportionately other days of the same work week. This is a reallocation of the work week to assure that the employee does not exceed 40 hours in a weekly period.

The duties of exempt employees contain elements of administrative activity that define their jobs in a manner that fulfills specific functions regardless of the time necessary to complete the tasks.

The following procedures have been implemented:

- ◆ Work records of time on the job will be maintained by the supervisor for each employee of the College (Attachments A and B).
- ◆ These records will be submitted monthly to the payroll office.
- ◆ Exempt employees are not entitled to overtime pay or “comp time.”
- ◆ The Administrator responsible for each of the administrative units of the College has some degree of latitude in granting time away from the job to exempt employees.
- ◆ Exempt employees are obligated to perform the duties of the job even if the hours required exceed 40 per week.
- ◆ Non-exempt employees are entitled to overtime pay and “comp time.”
- ◆ Non-exempt employees must use “comp time” during the week the overtime hours occur in order to conform to a 40-hour work week.
- ◆ Non-exempt employees are not paid for any hours in which he/she is not on his/her job in a normal work week, unless he/she is on leave or observing a designated holiday.
- ◆ Non-exempt employees will be compensated with overtime pay for hours worked exceeding 40 hours in any week.
- ◆ Non-exempt employees can only work more than 40 hours in a week **with the approval of their division administrator**. He/she cannot arbitrarily choose to remain on the job beyond his/her normal work schedule.

Contact for Interpretation: Chief Financial Officer

This policy statement supersedes all previous policy statements on this subject.