

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

HOURS OF WORK

Applies to: Faculty and Staff

A. Policy Guidelines

The standard work week is forty hours. As a general rule, the College's regular business hours are Monday through Friday 8 a.m. to 5 p.m. with a one hour lunch. However, business hours may be adjusted by administration from time to time depending upon the need and/or work requirements. Scheduling of work must be arranged to support operational needs of the College and to effectively deliver customer service. Employees will be compensated for their work in accordance with the Fair Labor Standards Act (FLSA).

B. Definitions

1. Exempt Staff. Staff exempt from overtime pay according to federal and state law.
2. Non-exempt Staff. Staff eligible for overtime pay according to federal and state law.
3. Overtime compensation. Overtime pay provided to non-exempt staff who are required by the College to be in an active pay status for more than 40 hours in a work week.

C. Non-exempt Staff and Overtime Compensation

1. Non-exempt staff will be paid only for actual hours worked unless they receive benefits under the College's leave policy, disability or other policy or benefit program.
2. Non-exempt staff must request and receive approval through their supervisor, and subsequently the respective cabinet member, prior to working overtime. All signatures of approval must be on the appropriate timesheet before the non-exempt staff member submits the timesheet for payment.
3. Non-exempt staff earn overtime at the rate of one and one-half times their regular base rate of pay. Pay for overtime worked will be paid no later than the end of the next pay period.
4. When a non-exempt staff member, who is eligible for overtime compensation, is required by the staff member's supervisor to work on the day observed as a holiday, the staff member shall be entitled to pay for such time worked at one and one-half times his/her regular base rate in addition to his/her regular pay. Payment at such rate shall be excluded in the calculation of hours in active pay status.

D. Exempt Staff and Overtime Compensation

1. Exempt staff are paid on a salary basis.
2. Exempt staff are not eligible for overtime compensation for hours worked in excess of 40 per week. Scheduling of exempt staff should follow these principles:
- 3.

- a. Full-time exempt staff are expected to work at least 40 hours of work per week and may need to work more than 40 hours per week to fulfil their position responsibilities.
- b. Time worked in excess of 40 hours per week will not result in overtime pay.