

Procedure IV.4001.A.g, Non-Exempt Employees and Overtime

Associated Policy

Policy IV.4001.A, Compensation

Procedure

The Fair Labor Standards Act (FLSA) regulates the Federal policy on minimum wage and overtime payments. Generally, employees covered by the FLSA must be paid overtime for hours worked over 40 during a work week at a rate of pay that is one and one half the regular hourly rate. Full-time employees covered by the FLSA may choose to take the overtime as comp time. Employees covered by the FLSA are generally referred to as "non-exempt" employees and include Administrative and Executive Assistants, Student Workers, Police Officers, Technical Support, Maintenance, etc. Records for time worked are maintained within the electronic time keeping system.

Definitions

Comp Time: Comp time is time banked in accordance with payroll procedures, at the employee's discretion, to be taken as an alternative to overtime paid. Comp time is limited to eighty (80) hours accumulated during a fiscal year and must be taken within the same fiscal year.

Non-Exempt Employee: An employee that is not exempt from coverage under the Fair Labor Standards Act. Such an employee is subject to minimum wage requirements and is eligible for overtime pay.

Overtime Pay: All hours worked in excess of forty (40) hours per work week will be paid at the rate of one and one-half times the regular pay rate.

Work Week: The College's work week begins 12:01 a.m. Monday and extends through midnight the following Sunday.

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Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources