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## Purpose

The purpose of this procedure is to outline the process to be followed for the completion of an approved Work Schedule for College administrative, professional and career personnel and for the eligibility and approval of compensatory time (comp time) and compensation for approved overtime (overtime) to be worked by non-exempt employees.


## Procedure

### A. Work Schedules

1. All non-instructional College employees are required to have an appropriate Work Schedule attached in the Absence Management system at the time of employment. In addition, a new work schedule is required whenever a change to hours is made other than on a temporary basis.
2. The administrator of the unit is responsible for ensuring that work schedules are developed for maintaining the established, and a consistent, level of service from the area during the normal office hours of the College, which are from 8 a.m. to 5 p.m., five (5) days per week.
3. The administrator of the unit is responsible for ensuring that the work schedules of their staff are reasonable and equitable and provide for a minimum of one-half (1/2) hour for meals each day in addition to the regularly scheduled forty (40) hours per week.

### B. Overtime for Non-Exempt Employees

1. Employees of the College whose positions are designated as non-exempt under the provisions of the Fair Labor Standards Act (FLSA) (see individual job descriptions) may be approved to work in excess of forty (40) hours during the regular workweek. Except in emergency situations, overtime work must be approved in advance by the immediate supervisor and the appropriate administrator.
2. Non-exempt employees must receive supervisor approval prior to engaging in any activities that would cause their work to exceed forty (40) hours in a workweek. These activities include but are not limited to:
  - a. Beginning work prior to an employee's scheduled start time;
  - b. Eating lunch or spending any portion of the employee's unpaid meal break at his/her workstation;
  - c. Working beyond the end of their scheduled work day; or
  - d. Taking work home.
3. Non-exempt employees who are approved to work above forty (40) hours in the workweek may be compensated by comp time at the rate of one and one-half (1 ½) hours for each hour worked above the forty (40) hours. Approved comp time should be exhausted prior to the use of vacation, sick

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or personal leave. Use of the comp time must be approved in advance to ensure proper coverage of the unit's area. Accrued comp time will be paid out at least annually and cannot exceed 240 hours at any given time.

4. If approved in advance, non-exempt employees who work above forty (40) hours in the work week may instead elect to be compensated by pay for overtime at the rate of one and one half (1 ½) times the per hour rate. An employee may request pay in lieu of comp time.

#### C. Work schedule/flex-time for Exempt Employees

1. Employees of the College whose positions are classified as exempt under the provisions of the FLSA are not entitled to overtime pay or to compensatory time.
2. A supervisor may modify/approve an employee's regular work schedule temporarily to meet College or departmental needs through a flexible scheduling arrangement.

REFERENCES: F.S. 1001.64, 1001.65, Fair Labor Standards Act (FLSA)

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