



Policy # HR.114
Hours of Work and Overtime
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
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HOURS OF WORK AND OVERTIME

Hours of Work

An employee's actual number and specified time of work hours are set by the needs of the individual department and may be changed as necessary to meet the needs of the department. To the extent possible, any changes to the work schedule will be announced at least one month prior to the scheduled change date.

Overtime

Non-Exempt Employees (Hourly) are those who are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Unless otherwise defined in a collective bargaining agreement, they shall be compensated for all hours worked and will be paid at a rate of time and one half for any hours worked over forty (40) in a given work week. The employee's regular hourly rate will be paid for hours worked between the scheduled workweek and forty (40) hours. For non-exempt University personnel, benefit days or vacation time are not included in overtime calculations. Non-exempt staff members are not permitted to work overtime without prior approval. Overtime approval sheets are available on the University's website.

Non-Exempt Employees (Salaried) are those who are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and paid on a salary basis. A salaried non-exempt employee who works more than forty (40) hours in a given work week will be paid at the rate of one- and one-half times the regular hourly rate of pay for all hours worked in excess of forty (40). For salaried non-exempt University personnel, benefit days or vacation time are not included in overtime calculations. Non-exempt staff members are not permitted to work overtime without prior approval. Overtime approval sheets are available on the University's website.

Meal / Break Period

Full-time employees are entitled to a one-hour break per day, as outlined below and as scheduled by their supervisor to ensure appropriate office coverage. Any conflicts in scheduling will be resolved by the appropriate supervisor(s). Break times may vary by department and can be adjusted to meet departmental needs. Part-time employees are entitled to a pro-rata share of the full-time benefit.

- One, one-hour meal period, or alternatively.

- Two 15-minute short breaks and one 30-minute meal break per day, with one of the 15-minute breaks taken during the first half of the workday and the second 15 minutes during the second half of the workday.