

All administrative, instructional, and counseling positions are classified as exempt under the Fair Labor Standards Act. All other employees are non-exempt.

Those employees classified as exempt do not accrue "overtime." Full-time support staff classified as non-exempt shall have all time worked in excess of 40 hours during any payroll week considered overtime.

All non-exempt supportive staff employees must complete and submit a time record showing hours worked during each payroll period. This time record must be verified by the signature of the employee and his/her immediate supervisor. In some departments, the time record may be supported by a time card punched through a time clock. The payroll week starts at 12:00, midnight Sunday and ends at 11:59 p.m. Saturday.

Overtime will be compensated within the requirements of the Fair Labor Standards Act. Overtime can be paid outright or in compensatory time off. Overtime must be approved in advance by the immediate supervisor, dean, and/or vice president. All off-the-clock work with the exception of emergency situations is prohibited unless approved in advance by the immediate supervisor or their designee.