

ATTENDANCE RECORDKEEPING REQUIREMENTS NON-EXEMPT STAFF

DEFINITIONS:

Standard Workweek: Seven (7) days, 12:01 am Monday through Sunday midnight

Hours in the Standard Full-time Workweek: 40 hours per week

Standard Full-time Work Schedule: 8:00 am -5:00 pm, one hour off for lunch, Monday through Friday

OVERTIME – FAIR LABOR STANDARDS ACT REQUIREMENTS:

Staff members classified as **non-exempt** from the Fair Labor Standards Act must be compensated for hours worked in excess of the standard workweek. The staff member's supervisor will review and sign the monthly timesheet and then submit it to the budget administrator for approval. If corrections or modifications are made to the timesheet, both the staff member and the supervisor must verify the accuracy of the changes by initialing the time sheet. Budget administrators will approve and submit timesheets to payroll. The following rules apply to non-exempt staff members:

AUTHORIZATION OF OVERTIME:

Non-exempt staff may not work more than the standard number of hours in their workweek without prior authorization from their supervisor(s). Unless specific advance approval is given by the non-exempt staff member's supervisor, non-exempt staff are prohibited from taking work home or performing any services for the university from remote locations. Non-exempt staff who work overtime or who perform work off-premises without prior approval are subject to disciplinary action.

OVERTIME COMPENSATION:

Non-exempt staff who work more than 40 hours in the standard workweek must receive overtime pay at the rate of 1-1/2 times their wage rate for each hour worked in excess of 40 hours. Overtime requirements may not be waived by agreement between the supervisor and staff member. Overtime hours submitted to payroll by the timesheet due date will be compensated on the next regular pay date.

Non-exempt staff members will be paid for all overtime. The law requires Drury University to pay overtime for hours worked in excess of 40 per workweek. **The use of comp time is not permitted and cannot be used in lieu of overtime pay.**

RECORDING LEAVE TIME:

Hours for which non-exempt staff members are paid, but do not actually work due to an official holiday or vacation day, **are counted** in establishing the number of hours worked within a workweek for overtime computation purposes.

Hours for which non-exempt staff members are paid, but do not actually work due to paid time off other than holiday or vacation (i.e. sick, bereavement, personal days, jury duty) **are not counted** in establishing the number of hours worked within a workweek for overtime computation purposes.

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RECORDING TIME WORKED:

Non-exempt staff members are required to enter times in and out (including the lunch break), enter the total hours worked, and record any leave time used on the timesheet each day. When computing hours worked, times should be rounded to the nearest quarter of an hour. *Time worked is all the time actually spent on the job performing assigned duties.* For information on computing time worked while traveling, contact HR or refer to the handout on “Guide to Hours Worked”. **Non-exempt staff must certify, by signing their monthly timesheet, that the information they have recorded is accurate.**

PROHIBITION OF WORK PERFORMED “OFF-THE-CLOCK”:

Non-exempt staff are specifically prohibited from performing any work for the university “off the clock”. No one has the authority to allow or ask, directly or indirectly, any non-exempt staff member to perform any work for the university “off the clock”. In all cases, all time worked by non-exempt staff **MUST** be recorded on the time record, and will be compensated.

Any employee who is aware of any non-exempt staff member being allowed or asked , directly or indirectly, to perform any work for the university “off the clock” should immediately report the situation to Human Resources. The university will assure that any unpaid wages due are paid, and there will be no retaliation against any employee for reporting any “off the clock” work or any request for “off the clock” work.

ON-CALL TIME:

The Fair Labor Standards Act does not require on-call pay in all instances. Questions regarding whether on-call pay is required for a specific position should be directed to Human Resources.

TRAVEL TIME:

General commuting -- The time spent by staff traveling to and from their work location before and after work – does not count as hours worked.

Out-of-town and Overnight Travel – Whether time spent traveling out-of-town is compensable depends on several factors, including but not limited to the time of the day during which the travel occurred, whether an overnight stay is involved, and whether the non-exempt staff member is a passenger or a driver. Questions regarding which hours are to be considered work hours should be directed to Human Resources. You can also refer to the Human Resources handout entitled “Guide to Hours Worked”.

Accurately recording time worked and leave time is the responsibility of every non-exempt staff member. Federal and state laws require Drury to keep an accurate record of time worked in order to calculate staff members pay and benefits. Altering, falsifying, tampering with timesheets, or recording time on another staff member’s time record may result in disciplinary action, up to and including termination of employment. It is the staff member’s responsibility to have his or her direct supervisor sign the timesheet to certify the accuracy of all time recorded.

Questions regarding the above information or the Fair Labor Standards Act should be directed to the Human Resources department.

Staff Member: (Print Name) _____ ID: _____

Staff Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____