

ATTENDANCE RECORDKEEPING REQUIREMENTS 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 Work Schedule: 8:00 am to 5:00 pm, one-hour off for lunch, Monday through Friday

EXEMPTION FROM OVERTIME REQUIREMENTS:

Staff members whose positions have met certain exemption tests conducted by the Human Resources department are classified as exempt from the Fair Labor Standards Act and are not eligible for overtime compensation for hours worked in excess of the standard workweek.

RECORDING LEAVE TIME:

Exempt staff must record all leave time used (vacation, sick, etc.) on the monthly timesheet but are not required to record hours worked. Exempt staff members must submit a timesheet each month to their supervisors for review and approval of their use of leave time. By signing the timesheet, staff members are certifying that all information recorded on the timesheet is accurate.

If corrections or modifications are made to the leave time entered on the timesheet, both the staff member and the supervisor must verify the accuracy of the changes by initialing the correction on the timesheet. After approval and signature, the staff member's supervisor will then submit the timesheet to the budget administrator for approval. The budget administrator will approve and submit timesheets to payroll.

EXEMPT STAFF PAID ON SALARIED BASIS:

Exempt staff members must be paid on a salaried basis and that salary may not be reduced due to variations in the quality or quantity of the work performed, subject to the exceptions listed below.

PERMISSIBLE DEDUCTIONS:

In addition to required deductions such as payroll taxes and garnishments, and voluntary deductions authorized by the employee, such as insurance premiums, retirement contributions, etc.; the following deductions from an exempt staff member's pay are permitted:

- Deductions to recoup salary payments advanced but not earned by the employee;
- When an employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;

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- To offset amounts employees receive as jury or witness fees, or for military pay;
- Disciplinary suspensions of one or more full days, coordinated through Human Resources, imposed in good faith as penalties for serious infractions of safety rules of major significance;
- Disciplinary suspensions of one or more full days, coordinated through Human Resources, for infractions of workplace conduct rules including, for example, violations of the university’s policies prohibiting harassment or workplace violence, prohibited use of drugs or alcohol, or violations of state and federal law.
- In the initial or final week of employment;
- Hours taken as unpaid leave under the Family and Medical Leave Act

NON-PERMISSIBLE DEDUCTIONS:

- Absences of less than a full workweek occasioned by the university or by the operating requirements of the university;
- Absences of less than a full workweek caused by jury duty, or attendance as a witness in a judicial proceeding (although the university may offset against the regular salary any amount paid as jury or witness pay);
- Absences of less than a full workweek caused by temporary military leave (although the university may offset against the regular salary any military pay the employee receives); or
- Partial day absences for personal reasons or because of sickness or disability not covered by the Family and Medical Leave Act (FMLA).

Drury University prohibits the making of non-permissible deductions from the salaries of exempt employees, for any workweek in which work is performed, based on variations in the quality and quantity of the work performed. Any exempt employee who believes his/her salary has mistakenly been subjected to non-permissible deductions should promptly report those concerns to the Human Resources department. Any non-permissible deductions will be reimbursed, and there will be no retaliation against any employee who raises any good faith concern regarding deductions from salary.

Accurately recording leave information on the timesheet is the responsibility of every exempt staff member. Federal and state laws require Drury to keep accurate attendance records to calculate exempt staff member pay and benefits. Altering, falsifying, or tampering with timesheets may result in disciplinary action, up to and including termination of employment.

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: _____