



Collin County Community College District (Collin College)

FLSA WORK HOURS AND LEAVE GUIDELINES

The Fair Labor Standards Act (FLSA) is a federal law that governs an employee's work hours and reporting requirements. Each position at Collin College is classified as "exempt" OR "non-exempt" from FLSA Guidelines.

NON-EXEMPT POSITIONS (employees AND supervisors of non-exempt employees must know):

- All employees in FLSA non-exempt positions must clock in and out in TimeClock Plus daily or/and submit leave hours. Clocked hours and leave must be certified by their supervisor.

No Collin College employee has the authority to require or suggest that an employee falsify hours worked and leave taken.

- Supervisors of an FLSA non-exempt employee is required to closely monitor work hours and leave of an FLSA non-exempt employee and ensure that they are accurately reported.
- Neither the college nor the FLSA require a lunch break. However, in order for a meal break to be considered unpaid, it must be at least 30 minutes where the employee may leave the area. No work may be performed, i.e. answering the telephone, answering work-related questions, etc.
- Hours worked over 40 in a workweek (defined as 12:01 a.m. Sunday through 12:00 a.m. midnight Saturday) by an FLSA non-exempt employee must be reported and compensated at 1.5 times the hours worked. Compensation is normally in the form of overtime, but can be earned comp time.
- Overtime must be approved in advance of being worked by the appropriate supervisor to ensure that unauthorized overtime, if applicable, is included on clocked hours in TimeClock Plus accurately and documented as unauthorized. Changes to assigned work hours also require the advance approval of the supervisor, even if the change does not result in overtime. A supervisor should handle a repeat instance of unauthorized schedule changes or unauthorized overtime worked as disciplinary action.
- FLSA non-exempt employees may not volunteer to work at Collin College in a position similar to their current position, whether of their own volition or if requested by another employee. Requests for an FLSA non-exempt employee to perform volunteer work must be approved in advance in writing. Forward requests for approval to Human Resources at CHEC.
- Employees and supervisors are responsible for ensuring that daily, weekly, and monthly totals are accurate, and approved.

EXEMPT POSITIONS

- FLSA exempt employees are held accountable for accomplishing the responsibilities of their positions and salary is not based on the number of hours worked.
- Specific hours worked by FLSA exempt employees do not need to be documented on a time sheet; however, absences of a half-day or more must be entered on TimeClock Plus in four or eight hour increments and approved by their supervisor.
- FLSA exempt employees are not paid wages or compensatory time for hours worked over 40 each workweek.
- Each supervisor or an FLSA exempt employee is responsible for evaluating performance. If work hours are being abused and/or the employee is not completing job accountabilities, disciplinary action may be initiated through Collin College Policy.
- FLSA exempt teaching faculty who are absent for a half day or more and who arrange for a substitute must enter their leave on Time-Clock Plus to document the absence, **EVEN WHEN A CLASS IS COVERED BY SOMEONE ELSE**. The absence may fall within the guidelines for Family Medical Leave and must therefore be accurately documented.

Other questions regarding compensation are addressed on CougarWeb, My Workplace, Human Resources and Compensation.