

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 complete a Collin College Time Sheet daily and record all hours worked on each day. The time sheet is a legal document and by signing it, the employee and supervisor certify that it is a true and accurate record of actual times and hours worked.
- No Collin College employee has the authority to require or suggest that an employee falsify a time sheet.
- The supervisor 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 compensatory or "comp" time but can be in the form of paid wages instead in exception cases.
- Overtime must be approved in advance of being worked by the appropriate supervisor to ensure that unauthorized overtime, if applicable, is included on the time sheet 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 that Leave Forms are attached when appropriate.
- Time sheets are due to the Payroll Office at CHEC in accordance with the published schedule, which is available on the Business Office website.

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 documented on a Leave Form in four or eight hour increments.

- 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 complete an Application for Leave Form 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.

TIME SHEET INSTRUCTIONS (FLSA Non-Exempt Only)

Time sheets must be completed daily by all employees who are eligible for overtime under the Fair Labor Standards Act (FLSA) or who work on an hourly basis but don't fall under the FLSA requirements. Time sheets are the responsibility of the employee and the employee's supervisor. If time sheets are incorrect or late, it is most likely that the employee will NOT be paid. Below are guidelines for completing time sheets.

- Completed time sheets must be submitted to the Payroll Department in the Business Office by the due date. Time sheets received after the due date are processed on the following month's payroll.
- When working in more than one department, a separate time sheet should be completed for each department.
- Time sheets must be completed in blue or black ink. If mistakes are made, cross through the incorrect entry, correct, and initial the correction. Do NOT use white-out to make corrections.
- Calculate daily, weekly and monthly hours to the nearest quarter hour. Do NOT use military time.

<u>Minutes</u>	Daily/Weekly/Monthly <u>Quarter Hours</u>
0 - 7	0
8 - 22	.25
23 - 37	.50
38 - 52	.75
53 - 59	Next hour

- Any hours worked over 40 hours per week should be recorded as overtime to be paid at 1.5 times the normal rate of pay or as "comp" time at 1.5 in lieu of overtime. Paid leaves (**other than comp time**) are counted as hours worked in determining overtime hours.
- If you use leave time, write the type of leave used in the daily time box (Example: vacation hours, write VAC; sick leave, write SICK, etc.) All leave for non-exempt employees will be entered into the system directly from the time sheets.

- Non-exempt employees need to fill out an Application for Leave for any hours that need to be approved by Human Resources. Attach pink copy of Application for Leave to the back of the time sheet and send original to Human Resources.
- Employees that do not complete time sheets will need to complete an Application for Leave form which can be obtained from the Human Resources Department.
- Comp time and overtime are earned on a weekly basis. You must work a full 40-hour week before you can claim any comp time or overtime. Collin College defines our work week as beginning at 12:01 a.m. Sunday and ending at midnight Saturday.
- Comp time can be counted toward 40 hours but cannot be earned in the same week it is being used. **Comp time is used only to bring your total time for the week to 40 hours.**
- Comp time earned during the fiscal year should be taken by July timesheet cut off. Any comp time earned and not taken by July cut off, will be paid in the August payroll.
- The time sheet must be signed by both the employee and supervisor. Supervisors will retain a copy of the timesheet.
- The Payroll Department can only accept original time sheets with original/legible signatures. Faxes and copies will not be processed.
- For a week which is split between two time sheets, please note the previous time sheet's hours in the far left column under "Saturday".
- Blank time sheets are available on CougarWeb. Click My Work Place. Click Forms, then Employment Packets.

Other questions regarding compensation are addressed on CougarWeb, My Workplace, Human Resources links and Employment Details.