

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 (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.
- Hours worked over 40 in a workweek (midnight Sunday through 11:59 p.m. 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. A supervisor should handle a repeat instance of 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 Collin Higher Education Center.
- 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 Collin Higher Education Center 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 on a professional courtesy basis must complete a Leave Form to document the absence, **EVEN WHEN A CLASS IS COVERED BY SOMEONE ELSE**. By noting on the Leave Form that classes were covered on a professional courtesy basis, the Payroll Office will not reduce available leave balances. The absence may fall within the guidelines for Family Medical Leave and must therefore be accurately documented.

Additional information regarding overtime, professional travel, and time sheets is available on the Collin College Faculty & Staff Intranet at <http://www.collin.edu/fs/facstaff.html>.

TIME SHEET INSTRUCTIONS

1. Complete the entire time sheet **IN DARK INK**. Record on a daily basis the exact time worked. **DO NOT** use whiteout. Cross through incorrect entries, correct, and initial.
2. Calculate your time worked and missed daily, weekly, and monthly. **DO NOT USE MILITARY TIME**.
 - a. Calculate daily and weekly hours to the nearest QUARTER HOUR.
 - b. Calculate monthly hours to the nearest TENTH OF AN HOUR.

<i>MINUTES</i>	<i>DAILY/WEEKLY QUARTER HOURS</i>	<i>MONTHLY TENTH HOURS</i>
0-7	0	0
8-22	.25	.3
23-37	.50	.5
38-52	.75	.8
53-59	Next hour	Next hour

3. If you use leave time, write the type of leave used in the daily time box. Ex. Vacation hours: Write "VAC" and the amount of time taken.
4. Record totaled time in the appropriate box (Weekly Regular Hours, Weekly Holiday Hours, Paid Leave, Overtime or Comp Time Earned). The hours in Weekly Regular, Weekly Holiday, and Paid Leave should equal 40 hours. These hours are then totaled across for monthly totals and rounded to the nearest tenth of an hour.
5. If a week is split between two timesheets, on the first timesheet, record all hours worked for that partial week in Weekly Regular Hours. On the second time sheet, on the left side, write "Previous time sheet hours are" and write the hours from the previous time sheet for the split week. Weekly Regular Hours should equal the difference between 40 hours and

the previous time sheet hours. Any time OVER 40 HOURS is recorded as comp time or overtime.

6. Comp time and overtime are EARNED on a WEEKLY basis, not on a DAILY basis. You must work a full 40-hour week before you can claim any comp time or overtime.
7. Comp time can be counted toward 40 hours BUT CANNOT be earned in the same week it is being used. EARNED COMP TIME IS USED ONLY TO BRING YOUR TOTAL TIME FOR THE WEEK TO 40 HOURS.
8. Complete an Application for Leave form for Jury Duty (attach the summons), Bereavement or Critical Illness leave, or if an absence is due to illness and extends five or more consecutive work days (attach a doctor's statement). Leave reports must agree with the time sheet. The PINK copy of the leave form must be attached to the time sheet. The employee keeps a copy and submits the remaining forms to the supervisor for his/her signature. Professional leave forms should not be attached to your time sheet.
9. Both employee and supervisor must sign the time sheet. The supervisor will review the time sheet and make any necessary adjustments. If corrections are made, the employee or supervisor must initial next to the correction. The supervisor then retains the yellow copy of the time sheet.

If you need further assistance regarding time sheets, please contact the Collin College Payroll Office at the Collin Higher Education Center, 972-758-3822.