

WORK SCHEDULE, OVERTIME AND COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

PURPOSE

The purpose of this policy is to ensure uniformity in the granting of overtime and compensatory time and to ensure compliance with the Fair Labor Standards Act and applicable provisions of the Ohio Revised Code by establishing guidelines for the development of employee schedules.

POLICY STATEMENT

Standard Work Week and Work Schedule

The Edison State Community College work week is forty (40) hours. It begins on Saturday morning at 12:00 AM and ends the following Friday at 11:59 PM.

Supervisors should establish a schedule for all employees, both part-time and full-time based on the needs of the department. All College employees are required to follow the work schedule determined by their supervisors for their respective work areas. Overtime and compensatory time apply to employees who are defined as non-exempt in current wage-hour regulations as they apply to the College. In order to maintain budget and schedule control, schedules should be administered to prevent employees from working in excess of forty (40) hours in a week. Part-time employees should maintain a consistent schedule that establishes regularly scheduled hours and aligns with the full time equivalency (FTE) of their assigned position. Supervisors are expected to plan the work of employees that includes a lunch, to minimize the need for overtime.

Supervisors may also utilize flex time within a given work week to avoid overtime, if such work arrangement is agreed upon by both the supervisor and non-exempt employee. Generally, an employee should not be allowed to work through his/her lunch period, come in early, or work late unless authorized by the supervisor.

Employees who repeatedly fail to meet the required work schedule are subject to the College's disciplinary process.

Approval of Overtime and Use of Compensatory Time

Non-exempt employees must receive approval by the supervisor prior to working overtime. In those rare circumstances in which a supervisor determines it necessary for a non-exempt employee to work in excess of forty (40) hours during any calendar week:

1. Employee will be compensated for time over forty hours at a rate of one and a half times the employee's regular pay and should complete a time sheet for those hours over forty.
2. An employee may elect to take compensatory time off in lieu of overtime also at a time and one-half basis.
3. An employee should be "paid out" for unused overtime at a rate of time and one-half up to 240 hours, and at their regular rate of pay for hours of comp time over 240 hours. Accrued and unused comp time should be paid at a rate that is the greater of: the employee's final regular rate of pay or the employee's average rate of pay during the employee's last three years of employment with the state.

Compensatory time is not available for use until it appears in the employee's WebAdvisor account.

Compensatory time should be taken at a time mutually agreed upon between the supervisor and non-exempt employee and within 180 calendar days from when it was earned.

PERSONS AFFECTED

All non-exempt Edison State Community College employees.

DEFINITIONS

NON-EXEMPT EMPLOYEE

Employee eligible for overtime pay or compensatory time off according to federal and state law.

FULL TIME EQUIVALENCY

Edison State considers 40 hours per week, or 2080 hours per year, as full time status. Annual part time hours are divided by the full time equivalency of 2080 to determine the FTE status.