

Non-Exempt Staff Guidelines for Working Extra Hours

- 1) If an employee requests additional hours worked outside the employee's normal work schedule, those hours must be approved in advance by the supervisor. We strongly encourage that this request/approval process is done by email or in writing.
- 2) Supervisors may adjust work schedules during the work week to avoid accruing compensation hours or overtime.
- 3) An employee cannot report leave hours that exceed the hours of the employee's work schedule for that day nor can an employee report additional leave usage along with work time to exceed hours of the employee's schedule for the day.
- 4) A minimum of 30 minutes should be allowed for a lunch break and is required for non-exempt staff (employees working 6 hours or more per day). In true emergency cases, the supervisor may disallow the lunch break. The employee may be requested by the supervisor to leave early that day or another day in the same work week to avoid additional hours, compensation time, or overtime pay. Large workloads are not an emergency.
- 5) If a supervisor or employee requests (and is approved) to work additional hours in the work week: (Examples are based on a 40 hour work week, 5 - 8 hour days.)
 - a) and the employee had already used leave earlier in the work week. If mutually agreed upon, the additional hours may be used to reduce the number of leave hours reported earlier in the same work week. This preserves hours of the employees leave and decreases the liability of additional hours or compensatory time for the department. (e.g. Employee takes 8 hours of vacation on Monday. During the week additional work hours are needed and the employee works 2 extra hours on Friday of the same work week. If mutually agreed, the employee may report 6 hours of vacation on Monday and 10 hours of work on Friday.)
 - b) and the employee is scheduled or later requests to take leave in the same work week (the leave hours have not been used prior to the additional hours), the supervisor may reduce the leave later in the week by the additional hours worked. (e.g. Employee works 10 hours on Wednesday and requests to take off Friday of the same work week. It would be acceptable for the supervisor to have the employee report only 6 hours of vacation leave on Friday as the employee had already worked 2 extra hours on Wednesday.)
- 6) Hours worked shall be reported on the actual day in which they occur. All time is to be reported on an official timesheet signed by both the employee and the supervisor, and it is to be reported in the HR/Pay system. No hours or leave should be kept outside of the HR/Pay System. If an error occurs, a corrected timesheet should be processed for the prior payroll period affected, and the Payroll Office will make the appropriate adjustments.
- 7) An employee is to have approval before working outside his/her normal schedule as this incurs a liability for the department. If a non-exempt employee works additional hours without the supervisor's approval, the department is still liable for the hours worked. The supervisor should remind the employee of needed advance approval (preferably in writing); if this continues it may be handled as a conduct issue.