

All administrative, instructional, counseling, and mid-management staff are classified as exempt positions under the Fair Labor Standards Act. All other employees are non-exempt.

Those employees classified as exempt do not accrue "overtime". Full-time supportive staff classified as non-exempt shall have all time worked in excess of 40 hours during any payroll week considered overtime.

All non-exempt supportive staff employees must complete and submit a time record showing hours worked during each payroll period. This time record must be verified by the signature of the employee and his/her immediate supervisor. In some departments, the time record may be supported by a time card punched through a time clock. The payroll week starts at 12:00, midnight Sunday and ends at 11:59 p.m. Saturday.

Overtime will be compensated within the requirements of the Fair Labor Standards Act. Overtime can be paid in the form of money or in the form of compensatory time off. Overtime must be approved in advance by the immediate supervisor, dean, and/or vice president.