

2.1.20

Issued: March 10, 2000

SUBJECT: NON-FACULTY EMPLOYEE COMPENSATION

The United States Department of Labor mandates that distinctions be made between non-exempt employees and exempt employees. Non-exempt employees are those who perform non-administrative tasks for the College, as defined by their job descriptions. Non-exempt employees are subject to record keeping requirements and are entitled to overtime pay in appropriate circumstances.

Exempt employees are those whose jobs contain elements of administrative activity that define their work in a manner which fulfills specific functions regardless of the time necessary to complete the tasks. Exempt employees are subject only to such record keeping as the employer may require and are not entitled to overtime pay.

Consistent with U.S. Department of Labor law, compensatory time is offered only to non-exempt employees who work overtime on any day of a given work week and are allowed to shorten proportionately other days of the same work week. This is actually a reallocation of the work week to assure that the employee does not exceed 40 hours in a weekly payroll period.

For non-exempt employees (as defined on the job description and the payroll authorization or contract):

1. Work records of time on the job will be maintained by the supervisor (Attachment B).
2. These records will be submitted monthly to the payroll office.
3. These employees are entitled to overtime pay, if the overtime was approved by the divisional vice president.
4. These employees must use "comp time" during the week the overtime hours occur in order to conform to a 40-hour work week. Hours not compensated during the same work week are forfeited.
5. These employees are not paid for any hours in which they are not on their jobs in a normal work week, unless they are on leave or observing a designated holiday.
6. These employees will be compensated with overtime pay for hours worked exceeding 40 hours in any week.
7. These employees can only work more than 40 hours in a week **with the approval of their divisional administrator**. They cannot arbitrarily choose to remain on the job beyond their normal work schedule.

For exempt employees (as defined on the job description and the payroll authorization or contract)

1. Work records of time on the job will be maintained by the supervisor (Attachment A).
2. These records will be submitted monthly to the payroll office, but they are not used in the calculation of monthly compensation.
3. By U.S. Department of Labor law, these employees are not entitled to overtime pay nor "comp time."
4. The Vice President of each administrative unit has some degree of latitude in granting time away from the job to exempt employees.

Contact for Interpretation: President

This policy statement supersedes all previous policy statements on this subject.