

## **Overtime and Working Hours Policy**

### **Overtime & Compensatory Time**

The overtime provisions of the Fair Labor Standards Act (FLSA) cover all Mason employees as follows:

#### **Non-Exempt Employees:**

In accordance with the FLSA, all non-exempt employees will be paid for any hours physically worked beyond 40 hours per week at a time-and-one-half rate (1.5 times the employee's regular rate) receiving either leave or money depending on the election made by the employee. In the School of Business, we encourage supervisors and employees to manage time in such a way that an employee does not exceed the 40 hour work week. For example, if an employee stays late and works an extra 2 hours to support an event their schedule is adjusted later in the week by coming in 2 hours late or leaving 2 hours early, thus maintaining an even 40 hour work week. If the extra hours fall in such a way that schedule cannot be adjusted during the current week, the schedule can be adjusted in the week immediately following. In very rare circumstances, when it is necessary for employees to work over 40 hours, the employee should get written approval from their supervisor for the overtime (before additional hours are performed). Overtime costs will be charged to the program/area budget (both salary and fringe).

Non-exempt employees include all hourly staff and some classified staff. Non-exempt employees must account for their time hour for hour on a daily basis.

1. Hourly staff employees get paid for hours worked. Hourly employees cannot work more than 29 hours per week so overtime or compensatory time is not a factor.
2. Non-exempt classified staff can be full-time or part-time:
  - Part-time non-exempt classified staff employees work their hours based on the Full-Time Equivalency (FTE) of their positions. For example, a .75 FTE employee works 30 hours per week. If the employee works less than their FTE equivalency hours, any time not worked is charged as leave. If a part time employee works more hours than that, (s)he gets paid for the additional hours worked. If the employee is approved to work more than 40 hours in a work week, (s)he would get paid at 1.5 time.
  - Full-time non-exempt classified staff employees work 40 hours per week. If they work less than 40 hours per week, any time not worked is charged as leave. If a full time employee is approved to work more than 40 hours in a week, (s)he would get paid time and a half

#### **Exempt Employees:**

Exempt employees are not required to be paid overtime or granted leave at a time-and-one-half rate (i.e., they do not fall under the FLSA overtime provision). Exempt employees can earn compensatory time leave (earned at 1.0 times the employee's regular rate). Compensatory time should be approved before the work is done on an exceptional basis and should be limited to rare instances where major projects or other unavoidable factors require an excessive amount of additional work and the employees schedule cannot be adjusted to create a balanced workweek.

Exempt employees include some classified staff (part-time and full-time) and all administrative/12 month instructional faculty. Exempt employees do not record hours worked and only record hours of leave when taken.

### **University Work Week and Working Hours**

University policy requires offices be open and staffed from 8:30am -5:00pm. Baseline work week is 40 hours. Within these parameters, supervisors may arrange flexible work arrangements for individuals as long as the offices are open and staffed.

### **University Closings**

On occasion the University may open late, close early, or close completely due to inclement weather or other reasons. Non-exempt employees record "University Leave" for any period the University is closed. Exempt employees do not record anything.