

COMPENSATORY  
TIME AND  
PAYMENT FOR  
OVERTIME OF  
SELECTED  
COLLEGE  
EMPLOYEES

In accordance with the Fair Labor Standards Act (FLSA), the college shall ensure that non-exempt classified employees be provided either compensatory time off or payment for approved overtime.

It is the intent of the college that insofar as possible compensatory time off shall be taken for approved overtime. When non-exempt employees work in excess of their scheduled hours on a given day they may be given an equal amount of time off within the work week. Whenever possible job responsibilities should be met within the 40 hour work week.

Hours worked are defined as those hours an employee is actually performing his/her responsibilities and in attendance on the job. Approved absences, except for official college closings, are not used in calculating hours worked.

Non-exempt employees for the purpose of this policy shall include classified positions except those defined by FLSA as meeting criteria for exempt status.

The work week at Brazosport College is 12:01 a.m., Saturday through 12:00 p.m., Friday. Non-exempt employees may be assigned to work a total of 40 hours during this period without extra compensation or time off.

Non-exempt employees may not begin work more than 15 minutes prior to the scheduled work hours nor end work later than 15 minutes after the end of the scheduled work hours without specific approval.

Non-exempt employees will be required to fill out a weekly time sheet on forms provided by the personnel office. Each individual employee is responsible for maintaining his/her own time sheet. Employees may not sign in and out for each other. An employee who signs in or out for another employee or who signs a time sheet for another employee may be subject to disciplinary action including dismissal from the employment of the college.

Falsification of entries on the time sheet may subject the individual to disciplinary action including dismissal from the employment of the college.

Non-exempt employees are not permitted to work in excess of 40 hours per week without prior approval. Approval of work in excess of 40 hours per week shall be recommended and approved by appropriate supervisors. The recommendation for approval of work in excess of 40 hours per week shall include the time at which the appropriate amount of compensatory time off shall be taken. If payment for the time worked in excess of 40 hours is to be made, prior approval of the president is required. Financial compensation shall be approved only when funds are budgeted for this purpose.

Non-exempt employees may be eligible for compensatory time or overtime pay for hours worked in excess of 40 hours during the work week. Compensatory time will be calculated at 1.5 times the hours worked. Overtime is also calculated at 1.5 times the hourly wage earned.

Supervisors should ensure that non-exempt employees do not have more than 30 hours of compensatory time pending. Compensatory time must be used within 3 months after it is earned. Supervisors should ensure that compensatory time is taken at the time designated in the recommendation for approval to work in excess of 40 hours per week.

Compensatory time shall not normally be authorized to extend vacations.

Human resources will maintain records of compensatory time earned and time taken.