

Time Recording for Non-Exempt Employees Policy

Effective Date: April 20, 2006
Revised: January 9, 2017
Issued by: Human Resources
Contact: Office of Human Resources, 814-393-2235

Purpose:

To define requirements for the reporting of accrued compensatory overtime hours in non-exempt positions as defined by the Fair Labor Standards Act

Definition:

Non-Exempt Positions - All positions in the AFSCME rank and file bargaining unit; all positions in the SPFPA rank and file and supervisory unit; all positions in the OPEIU rank and file unit; all positions in the PSSU unit; designated positions in the AFSCME supervisory unit and designated positions in the SCUPA unit. (All employees in designated position units will be notified at the time the policy is implemented if their position is non-exempt. In the future, positions with non-exempt status will be designated in appointment letters).

Policy:

Employees in non-exempt positions are eligible to earn paid overtime or accrued overtime in lieu of paid overtime under the provisions of the Fair Labor Standards Act (FLSA) and/or the appropriate Collective Bargaining Agreement (CBA). When compensatory time is accrued, the time must be recorded in the payroll (SAP) system.

The supervisor has responsibility for assuring the time is recorded in the automated payroll system (SAP); assuring accrued compensatory time is taken as soon as practical; not allowing accrued compensatory time to exceed 200 hours; and retaining records relative to approved overtime for a full three calendar years beyond the end of the calendar year (e.g., 2017 records may be discarded in January, 2021) or one calendar year after the separation of service of the employee.