

Policy Manual



Title: Normal Work Hours	Number: 6Hx2-3.04
Legal Authority: Fla. Statutes 1012.855, 1012.82, 1012.83, 1012.86, Fla. St. Bd. of Ed. Admin. Rules 6A-14.040 (2)	Page: 1 of 4

GENERAL STATEMENT

Broward Community College adheres to all federal and state rules and regulations governing work hours and overtime payments. This policy is written in accordance with the provisions of the Fair Labor Standards Act (FLSA) and the Florida Statutes 1012.885, Florida State Board of Education Administrative Rules 6A-14.040 (2) in order to promote equitable pay practices with regard to work hours and overtime payments.

The President of the College is authorized to draft implementing procedures including procedures for determining the equivalent of a work week or work day in unique or unusual duty assignments for which variations from the normal schedule shall be justified according to the exigencies of particular situations.

THE POLICY and THE FACULTY AND STAFF

The standard workday and workweek for Instructional Faculty covered by the UFF contract are addressed in Article 7.20A of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*.

The standard workday and workweek for Counselors and Librarians covered by the UFF contract are addressed in Article 7 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*.

The standard workday and workweek for employees covered by the FPE contract are addressed in Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

The standard workweek for Administrators shall be 5 days and a minimum of 37.5 hours. Administrators and Professional Technical Staff classified as exempt are not eligible for overtime pay. All full-day absences must be recorded and reported to the designated time keeper for the division/unit for audit and payroll purposes.

The standard workday and workweek for non exempt Professional Technical Staff not covered by the collective bargaining unit shall be 5 days and 37.5 or 40 hours as defined by the employee's work schedule.

History: Reissued as Policy 3.39 (*Normal Work Week and Work Day*) on September 21, 1982; revised and re-titled on December 15, 1987; revised on May 21, 1997; revised on July 15, 1998, revised on August 26, 2008

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Non-exempt Professional Technical Staff employees are awarded compensatory leave, “comp time” in lieu of cash compensation for all overtime hours worked at one and one half times of comp time for each hour worked over 40 hours in a workweek. All overtime must be pre-approved, recorded and signed by area leadership and the employee. Exceptions to accrual of compensatory time in lieu of cash compensation must be made in writing and have the approval of the Vice President/Provost of the area and the Vice President for Human Resources and Equity and/or his/her designee.

Pre-approved vacation and College holidays count as hours worked for the purposes of this calculation. Non exempt employees who accrue compensatory leave at the time and one-half rate shall not accrue more than 240 hours compensatory leave as allowed under FLSA. All non-union, non-exempt, employees shall be granted compensation time within three months of the date(s) the overtime is worked at one and one-half times the hours over 40. If the three (3) months have passed, and the Supervisor/Administrator has not authorized compensatory time off, cash compensation will be processed by the Payroll Department. Accompanying signed timesheets must be provided as supporting documentation of accrued time.

Weekly work schedules should be documented and maintained with other payroll-related records within the department. It is each employee's responsibility to accurately record all hours worked on the College-provided timekeeping system and to attest to the accuracy of the information contained within each submitted time sheet. Each division has the responsibility to maintain records of all hours worked and to submit the supervisor-approved records to the Payroll office.

IMPLEMENTATION and OVERSIGHT

The immediate supervisor has the responsibility for the implementation of this policy in consultation with the appropriate supervisor(s).

VIOLATIONS OF POLICY

Violations of the policy are investigated by the Vice President for Human Resources and Equity and/or his/her designee and may result in disciplinary action up to and including termination.

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DEFINITIONS

Compensatory Time/Leave – Time off rewarded by local and state governments that is credited to non-exempt employees in lieu of cash payments at one and one-half times the leave credited.

Cash Payments/Compensation – cash payments awarded for working overtime at one and one half times the employee’s regular hourly rate for hours worked over 40 in a workweek.

Exempt – A position not eligible for overtime based on the provisions of the federal Fair Labor Standards Act (FLSA). Includes executives, administrative employees, professional employees, those engaged in outside sales and certain levels of IT positions.

Non-Exempt - A position eligible to earn an overtime rate of pay based on the provisions of the federal Fair Labor Standards Act (FLSA). The rate of pay is one and one half times the hourly rate of pay for all hours worked in excess of 40 in a work week.

Fair Labor Standards Act – This act, commonly referred to as FLSA, was enacted by Congress in 1938 to set the criteria for overtime payment and other labor issues.

Overtime – Any hours over 40 in a workweek that is performed by a non-exempt employee

Standard Workday – The period of time, during one twenty-four hour period, that an employee is assigned to work on a regular recurring basis.

Standard Workweek – Any 5 days during a 7 day period beginning on Sunday and ending on Saturday.

Shift – A specified period of time worked during a rotating 24/7 operation.

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