

Procedure Manual



Title: Normal Work Hours	Number: A6Hx2-3.04
Policy Number: 6Hx2-3.04	Page: 1 of 2

NORMAL WORK HOURS

Hours of Work and Work Schedules: Employees are expected to adhere to assigned work schedules unless the employee has requested and been approved for leave or the schedule deviation has been approved by the supervisor in advance in accordance with College policies. Each supervisor is responsible for enforcing policies adopted by the Board of Trustees defining a normal workweek and workday.

Records and Reports: All full time and part time hourly (FLSA non-exempt) PTS employees are required to account for all hours worked using the College's Time Entry System. Absences must be approved and documented using the College's Time Entry System in accordance with College Policy 6Hx2-3.11 Leave of Absence.



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 using the College's Time Entry System and attest to the accuracy of the information contained within each submitted time entry.

All PTS full time and part time non-exempt employees are responsible to maintain a record of all hours worked in the Time Entry System and to submit the hours worked for supervisor approval. Essential records verifying attendance to duties and responsibilities belonging to the position as defined in the job description shall be maintained by the respective supervisory personnel via the on-line personnel/payroll system.

Salaried (FLSA exempt) Administrators or PTS - Employees are not required to complete time entry for hours worked, except when directors may require time sheets or other recording methods as it relates to grant funding or other programs. Absences must be approved and documented using the College's Time Entry System in accordance with College Policy 6Hx2-3.11 Leave of Absence.

Teaching Faculty: Normal work hours for Faculty are outlined in Sections 7.10 and 7.20 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*.

Exceptions to Normal Work Hours: Variations from the normal workday and workweek outlined in College Policy 6Hx2-3.04 for each classification of positions may be made upon written justification setting forth the unique or unusual duty assignments peculiar to the position and essential or advantageous to the College and the exigencies of the circumstances and the situations. These variations shall be upon authorization of the immediate supervisor and approved by the appropriate member of the President's Staff. Such approved variations shall be considered as equivalent to the normal workday or normal workweek.

Recommending Officer's Signature: Sophia M. Galvin 	Date: 2/3/2020	President's Signature: 	Date: 2/3/2020
---	--------------------------	--	--------------------------

Procedure Manual



Title: Normal Work Hours	Number: A6Hx2-3.04
Policy Number: 6Hx2-3.04	Page: 2 of 2

OVERTIME

The non-represented, non-exempt overtime rate of pay shall be one and one half times the hourly rate of pay for all hours worked more than 40 hours in a work week.

All non-represented, non-exempt employees who are approved for overtime will receive payment for overtime compensation for all hours worked more than 40 hours in a work week in the next payroll cycle.

Hours worked – is defined as all time during which an employee is necessarily required to be on the employer’s premises, on duty or at a prescribed work place. Approved leave of absences in accordance with College Policy 6Hx2-3.11 (Leave of Absence) shall not be considered as **“hours worked”** and shall not be included in the calculation of overtime hours worked.



For a non-represented, non-exempt employee assigned to a 37.5-hour workweek additional hours worked up to 40 will be paid at straight time, thereafter, one and one half times the hourly rate as required by FLSA.

The FPE represented, full time non-exempt employees overtime rate of pay is governed by Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

All overtime must be pre-approved, recorded and signed by area leadership and the employee prior to working the overtime.

Failure to request overtime prior to conducting the hours worked may result in disciplinary actions up to and including termination of employment.

CAUTION: Employees who are “suffered or permitted” to work, even if it is not requested or authorized by an employer must be paid by the employer. Non-exempt employees should not be permitted to work outside the normally assigned schedule unless authorized in advance by the supervisor to avoid overtime liability for the College and may be subject to disciplinary action up to and including termination for failing to follow this policy.

Recommending Officer’s Signature: Sophia M. Galvin 	Date: 2/3/2020	President’s Signature: 	Date: 2/3/2020
---	--------------------------	--	--------------------------