

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

HOURS OF WORK

Policy 6.2
BOT 5-16-95

Applies to: Faculty and Staff

A. Policy Guidelines

The regular college work week is forty hours. As a general rule, the college's regular business hours are Monday through Friday 8 a.m. to 5 p.m. with lunch from noon to 1 p.m. However, these hours may be adjusted by administration from time to time depending upon the season and/or work requirements. Classes may begin earlier than 8 a.m. and end well after 5 p.m. in the evening.

B. Overtime

1. All college support staff members who are required by their supervisor to be in an active pay status more than forty hours in a week, are entitled to pay at the rate of one and one-half times their regular hourly rate of pay. All support staff positions are "non-exempt" from the Federal Labor Standards Act.
2. A support staff member who is entitled to pay for overtime work may elect to take compensatory time off in lieu of cash payment. Such compensatory time shall be granted on the basis of one and one-half hours of time off for each hour of overtime worked. A support staff member may not accrue more than 240 total hours of compensatory time for overtime hours worked. Once a support staff member exceeds 240 hours of accumulated "comp time," the support staff member must be paid cash for each hour accumulated over the maximum. Compensatory hours are accrued at the one and one-half rate over the full duration of the employee's tenure.
3. If compensation is paid for accrued compensation time, other than at termination, such payment must be made at the employee's regular hourly rate at the time of this payment.
4. Upon termination, a support staff member must be paid for unused compensatory time. Unused compensatory time paid at termination must be paid at a rate of not less than the average of the support staff member's regular hourly pay rate for the last three years of employment or the final regular hourly rate received by the support staff member, whichever is greater.
5. A request for compensatory time or overtime pay must be filed with Human Resources on a Time Adjustment Form (Exhibit 1). All signatures and approvals must be completed. This request shall be submitted within one week after working the overtime hours.
6. Support staff members who must be paid overtime may be required by an administrator to work overtime only in instances where funds are available in the department budget to pay the overtime wages. The request to work overtime must be generated by the administrator and not by the support staff member.
 - a) If a non-exempt support staff member voluntarily works over his/her lunch hour or after regular work hours with the knowledge of the administrator, even if it was not authorized by the administrator, the support staff member may be eligible for overtime pay. A written instruction forbidding such action will be issued to the support staff member.
7. All faculty, administrative, professional and technical positions at James A. Rhodes State College are "exempt" from overtime.
8. Human Resources will administer these overtime provisions.

C. Changes in Regular Work Hours

1. Changes may be made in regular work hours from time to time by administration depending upon the season and/or work requirements. If the change will be in effect longer than three (3) consecutive weeks, the new regular work hours must be documented to faculty and staff who are affected by the change and a copy sent to Human Resources for record. Example: Changing regular hours to "summer hours" is accomplished by a written memo from the president and includes a start date and an end date.
2. Changes in regular work hours to "flex" hours or to other non-standard work week schedules must be coordinated with Human Resources to prevent problems occurring with overtime eligibility, and sick leave, holiday and vacation administration.