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**Responsible Office: Human Resources**

**Applies to: Faculty and Staff**

**BOT Approved: 12/17/2024**

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### Policy:

The standard 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 a 30-60-minute break/meal period. However, individual work hours may be adjusted by the supervisor depending upon the institutional need and/or work requirements.

Scheduling of work must be arranged to support operational needs of the College and to effectively deliver customer service. Exempt and non-exempt employees will be compensated, including approved overtime for non-exempt employees, in accordance with the Fair Labor Standards Act (FLSA).

### Guidelines:

#### I. Definitions

- a. **Exempt Employees:** Employees exempt from overtime pay according to federal and state law.
- b. **Non-exempt Employees:** Employees eligible for overtime pay according to federal and state law.
- c. **Overtime compensation:** Pay provided at the rate of one and one-half times the base rate of pay to non-exempt employees who work for more than 40 hours in a work week.

#### II. Non-Exempt Employees:

- a. Non-exempt employees will be paid only for actual hours worked unless they receive benefits under the College's sick or vacation policy, disability or other benefit program.
- b. Non-exempt employees must request and receive approval through their supervisor, and respective Cabinet member, prior to working overtime. Employees who work overtime without approval may face disciplinary action.
- c. When a non-exempt employee, who is eligible for overtime compensation, is required by their supervisor to work on the day observed as a holiday, they will be paid in accordance with Holidays Policy 2.04 (section V.b).

- d. Payment for holidays, sick or vacation time is excluded in the calculation of hours in regards to over-time compensation.

### III. Exempt Employees

- a. Exempt employees are paid on a salary basis.
- b. Exempt employees are not eligible for overtime compensation and may need to work more than 40 hours per week to fulfil their position responsibilities.

### References:

[Department of Labor](#)

### Related Policies or Procedures:

[Holiday Policy 2.04](#)

[Vacation Policy 2.17](#)

[Sick Leave Policy 2.14](#)

### History:

	Date:	Reason:
Issued:	05/16/1995	Original Policy approved by Board
Revised:	05/17/2016	Policy revised and approved by Board
Revised:	12/17/2024	Replaces Board approved Policy 6.2

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering 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.*