
 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS  POLICY AND  PROCEDURE  MANUAL</b>	Date Issued: 09/90	Revision Date:	Page: 1 of 1
		Classification Code: 03-11		
		Section: PERSONNEL		
		Subject: OVERTIME		

## GENERAL STATEMENT OF POLICY

All employees, except those whose duties require special schedules, such as Public Safety, normally work five consecutive days and then are off two days except for scheduled changes necessitated by emergency occurrences or for other reasons.

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## OPERATING PROCEDURE

1. In accordance with the Fair Labor Standards Act (FLSA) of 1938 and its amendments, time and one-half pay at regular classification rate shall be given for all hours worked in excess of forty hours per week for non-exempt employees. A non-exempt position is subject to overtime provisions of the FLSA, meets the FLSA defined duties test provisions for determining overtime eligibility, and has an annual salary lower than the Department of Labor currently established minimum salary threshold of \$35,568.
2. The standard workweek is defined as 12:01 a.m. Sunday through midnight, the next Saturday. Paid leave or holidays taken during a workweek do not count as hours worked in computing overtime pay. Business-related travel time is considered hours worked if it occurs during regular work hours either Monday through Friday, Saturday or Sunday. Automobile, train, bus, van or airplane outside of work hours is only considered hours worked if the employee operates the mode of transportation (e.g., flies the airplane).
3. Overtime work is not to be performed at the discretion of the employee. Overtime work must be scheduled by the supervisor and in advance. Southeast Missouri State University (the "University") will allocate and schedule work appropriately so that non-exempt employees are not required to work over 40 hours in a work week except when mandated by operating necessities. Supervisors of non-exempt employees are responsible for establishing work schedules and for ensuring adherence to federal and state laws, and this procedure. This procedure does not apply to the Department of Public Safety officers or any employees covered by a resolution of agreement between the University and the union.
4. Whenever feasible, efforts should be made to adjust the employees' work hours within the same work week. Total hours worked should not exceed 40 hours in a work week. Flex time allows an employee to work hours within a 40-hour work week that differ from normal University business hours. A non-exempt employee must have the prior approval of his or her supervisor before overtime may be worked. Supervisors are responsible to ensure that non-exempt employees do not work unauthorized overtime. However, even unauthorized overtime work must be reported. Only under special circumstances will overtime pay be authorized in lieu of flex time and would require approval of the supervisor.
5. In all cases, the institutional electronic time sheet or timecard for each non-exempt employee will be the official record of time worked.